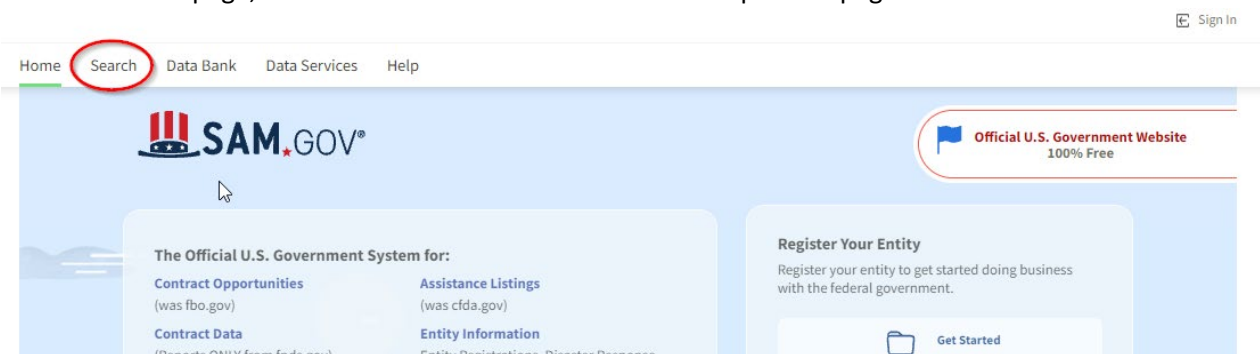
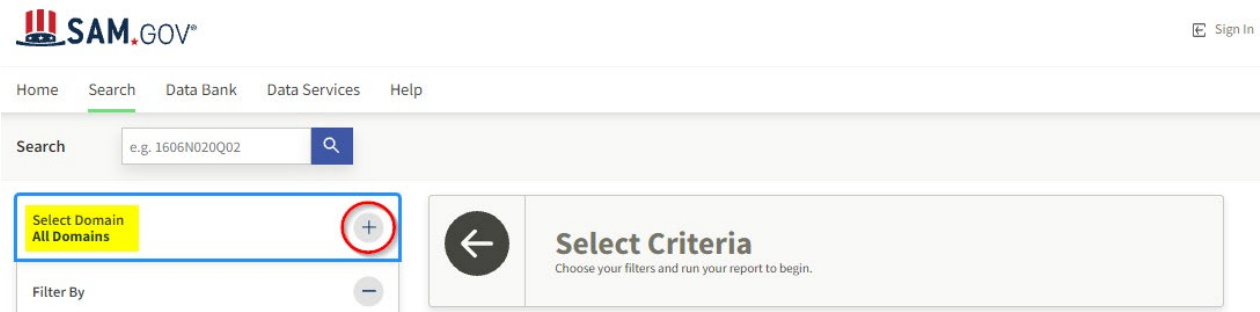


A requirement for using any federal funds on purchases over \$25,000.00 is to verify that the supplier is not excluded (debarred, suspended or ineligible) for the purchase. Departments will verify suppliers are not excluded by searching the Excluded Entity database on Sam.gov and providing a PDF copy of the search results. Below is the process for searching the Sam.gov database and providing results.

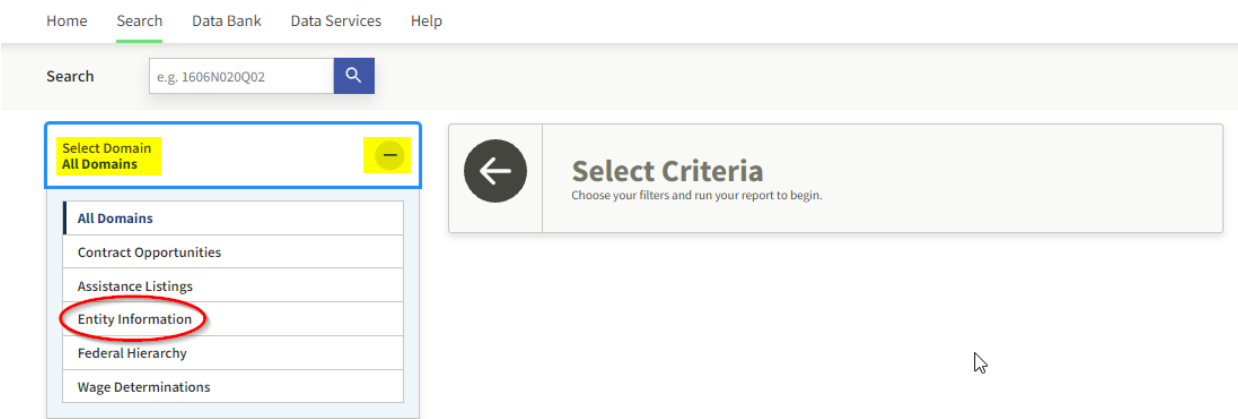
1. Open a browser and go to [Sam.gov](https://sam.gov). The Google Chrome browser was used to create these instructions, which will not affect Sam.gov navigation, but instructions saving the results as a PDF will vary by browser type.
2. From the home page, select “Search” from the menu at the top of the page.



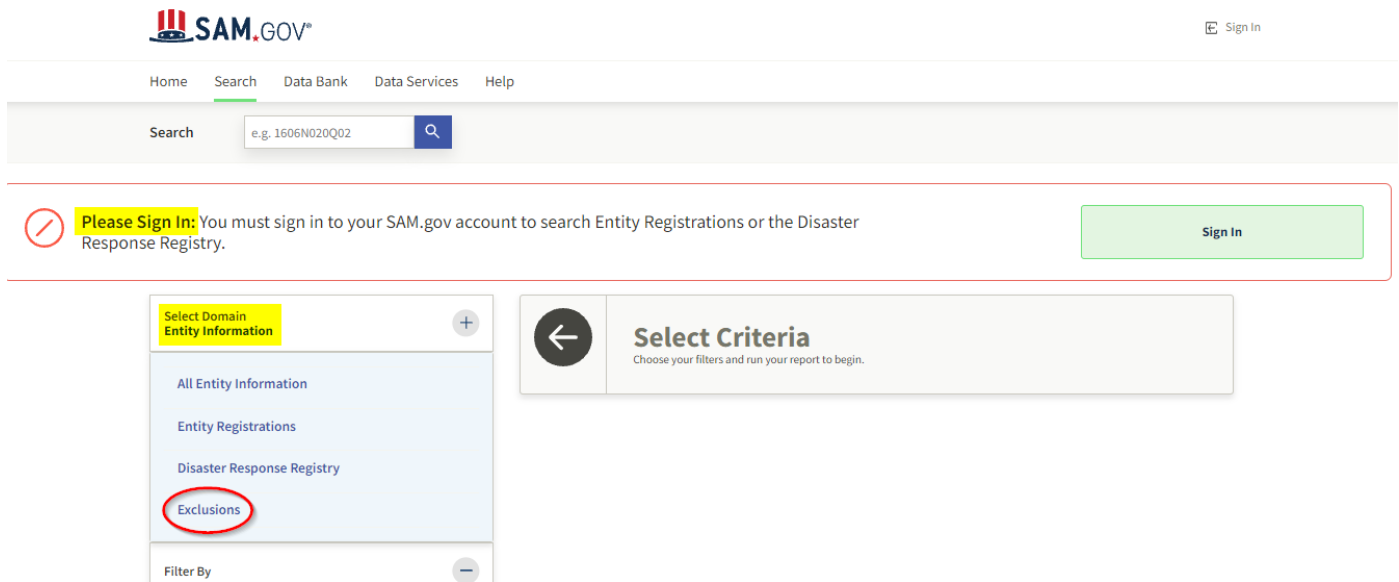
3. On the “Search” page, select the “+” symbol next to “Select Domain All Domains” to open the options list.



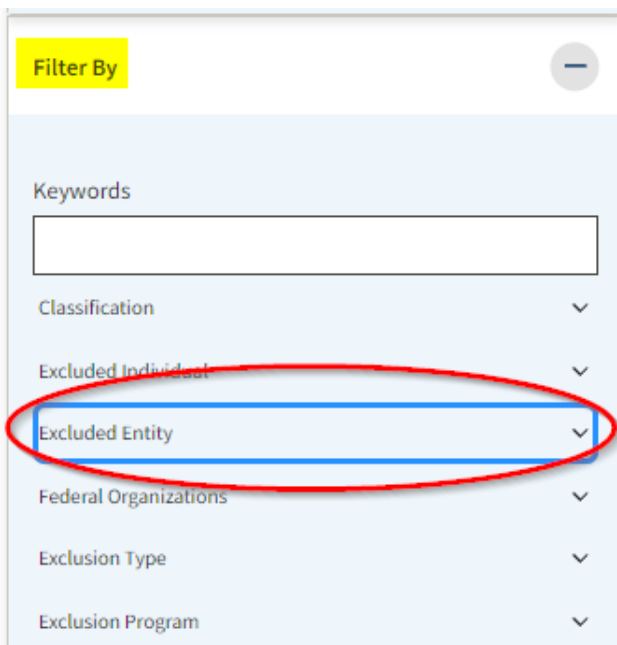
4. From the “Select Domain – All Domains” option list, select “Entity Information.”



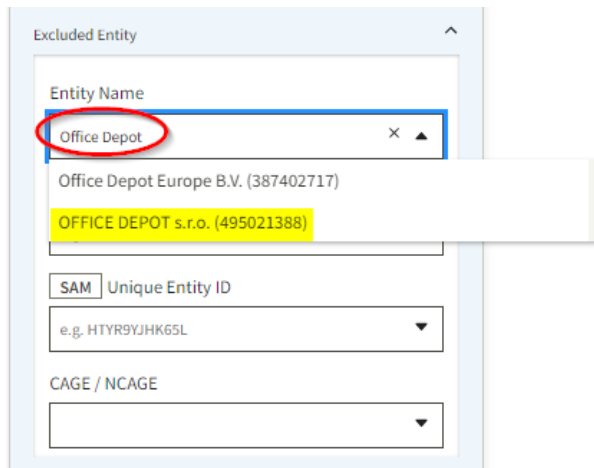
5. On the new Entity Information page it will indicated that you need to sign in to search Entity Registrations. You will not need to sign in to view exclusions. Instead go to the list under “Select Domain – Entity Information” and select “Exclusions.”



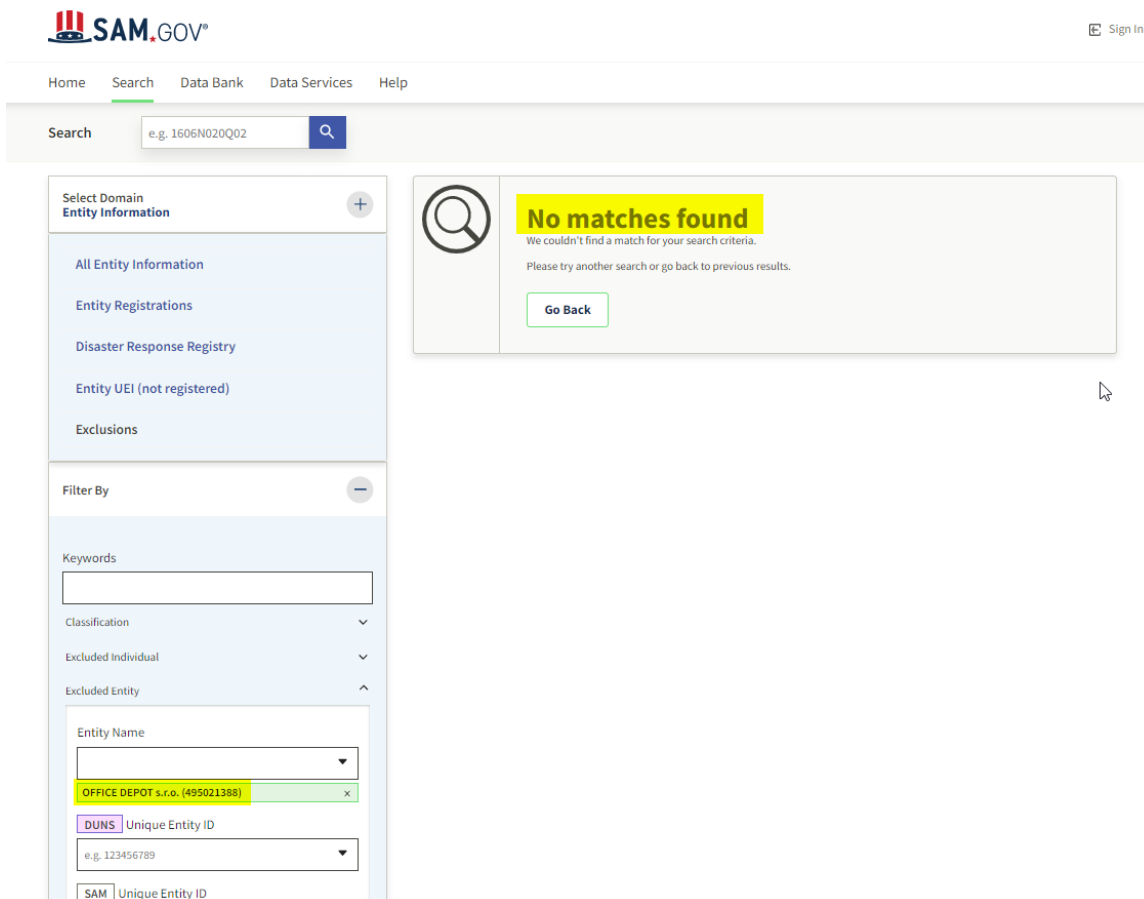
6. Under “Filter By” you will select to open the list for “Excluded Entity.”



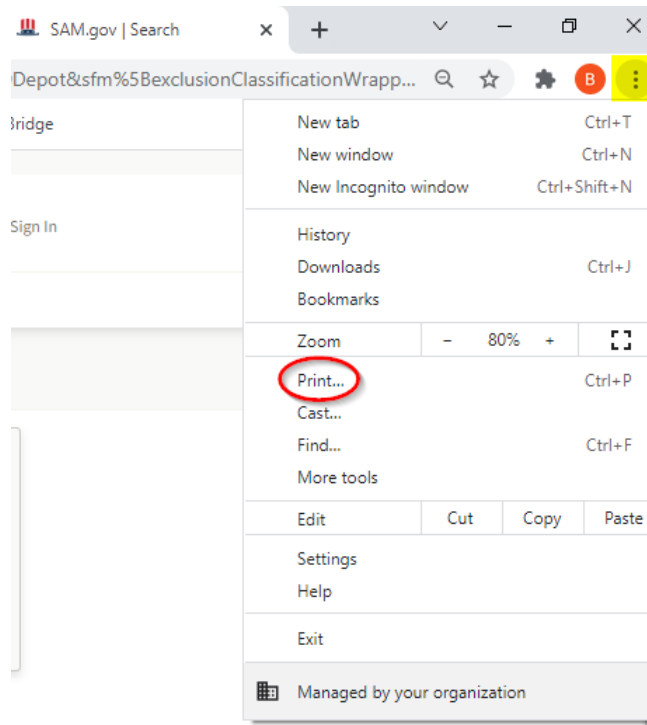
7. Under the “Excluded Entity” section, enter the name of the entity you are searching for in the “Entity Name” field. The database will show potential names of entities in the database. You must select the associated entity name from the list provided by the database. Searching without selecting an entity provided by the database may provide you with false results. If you do not find the entity listed, make sure you have the entity’s legal name.



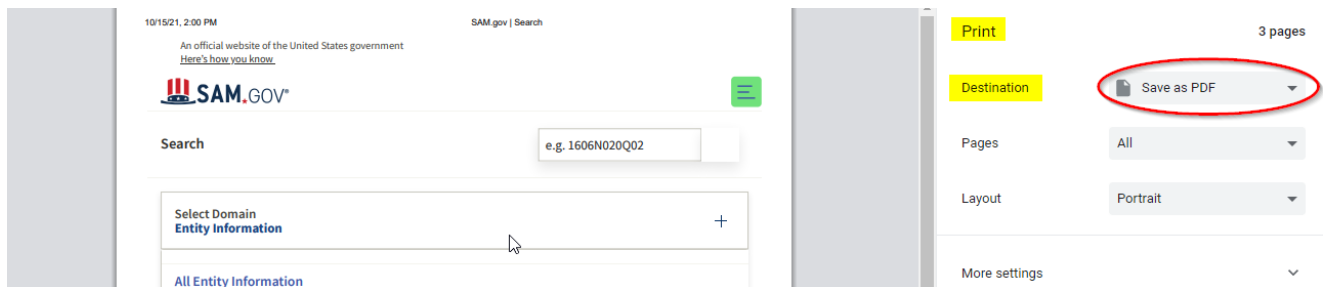
8. Since this filter only returns entities that are excluded (suspended, debarred or ineligible) a result of “No matches found” means the entity is cleared. Entities with returned results are most likely ineligible. Contact Procurement at [pacs@oregonstate.edu](mailto:pacs@oregonstate.edu) if there are questions regarding ineligible entities, or the entity does not appear in the database list.



- Document the eligibility, or non-exclusion, by turning the results page into a PDF. You may do this by using your browser's print page function. Locate and open the Chrome settings menu in the upper right corner of the window. From the menu options, select "Print..."



- In the Print window, change the "Destination" field to "Save as PDF."



- Select "Save."
- Save file in a location convenient to you.
- When ready to submit your procurement documentation in BennyBuy, include this PDF as an attachment for proof of entity eligibility.