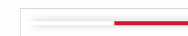


Załącznik 3. Instrukcja rejestracji w System for Award Management (SAM)

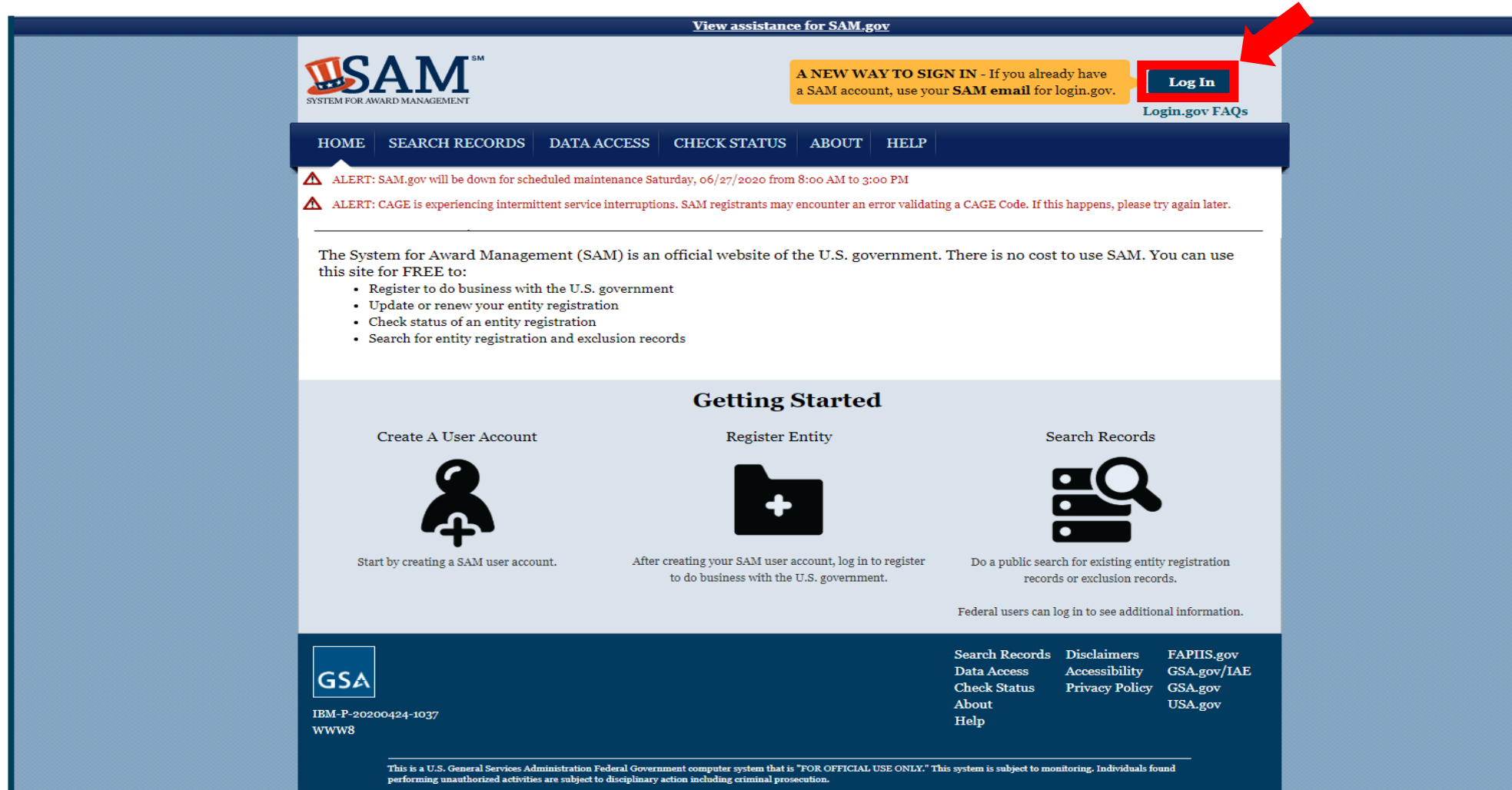


Ministerstwo Rozwoju,
Pracy i Technologii



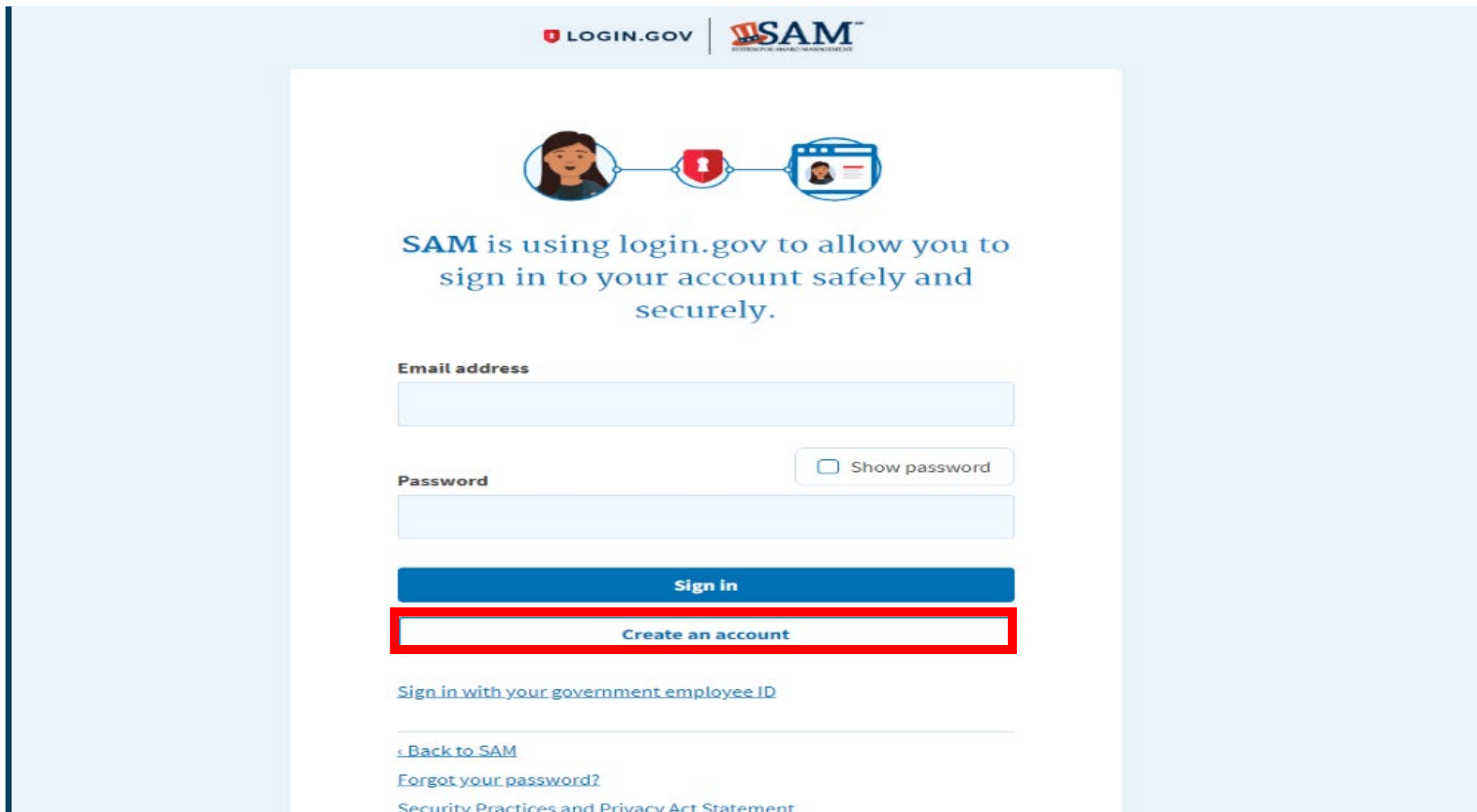
System for Award Management (SAM) Registration

- 1) Wejdź na stronę: <https://www.sam.gov/SAM/>
- 2) Następnie zacznij od utworzenia konta osobistego SAM poprzez kliknięcie przycisku “Log In”



The screenshot displays the SAM.gov homepage. At the top right, a yellow banner reads "A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov." Next to it is a "Log In" button, which is highlighted with a red box and a red arrow pointing to it from the right. Below the banner is a navigation menu with links: HOME, SEARCH RECORDS, DATA ACCESS, CHECK STATUS, ABOUT, and HELP. Two alert messages are visible: "ALERT: SAM.gov will be down for scheduled maintenance Saturday, 06/27/2020 from 8:00 AM to 3:00 PM" and "ALERT: CAGE is experiencing intermittent service interruptions. SAM registrants may encounter an error validating a CAGE Code. If this happens, please try again later." The main content area features a heading "Getting Started" with three columns: "Create A User Account" (with a person icon), "Register Entity" (with a folder icon), and "Search Records" (with a magnifying glass icon). Each column includes a brief description of the action. At the bottom, there is a GSA logo, the text "IBM-P-20200424-1037 WWW8", and a footer with various links like Search Records, Data Access, Check Status, About, Help, Disclaimers, Accessibility, Privacy Policy, FAPIIS.gov, GSA.gov/IAE, GSA.gov, and USA.gov. A disclaimer at the very bottom states: "This is a U.S. General Services Administration Federal Government computer system that is 'FOR OFFICIAL USE ONLY.' This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution."

3) Kliknięcie „**Log In**” przekierowuje na stronę secure.login.gov. Jest to portal rejestracyjny rządu USA dla wielu różnych programów rządowych. Kliknij „**utwórz konto**” i postępuj zgodnie z instrukcjami tworzenia konta.



LOGIN.GOV | SAM

SAM is using login.gov to allow you to sign in to your account safely and securely.

Email address

Password Show password

Sign in

Create an account

[Sign in with your government employee ID](#)

[Back to SAM](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#)

4) Po utworzeniu konta użytkownika indywidualnego SAM, jeśli firma posiada już rejestrację DUNS i NCAGE, jest ona gotowa do zarejestrowania się w systemie SAM i uczestniczenia w przetargach dla rządu USA!

Należy wrócić na <https://www.sam.gov/SAM/> i zalogować się do konta. Po zalogowaniu będzie więcej dostępnych opcji. Kliknięcie przycisku „**Entity Registrations**”, otworzy menu rozwijane. Należy kliknąć „**Register New Entity**”.

The screenshot displays the SAM.gov user interface. At the top, there is a navigation bar with the SAM logo (SYSTEM FOR AWARD MANAGEMENT) on the left, the user name 'Ronald Farkas' and a 'Log Out' button on the right, and a central navigation menu with options: MY SAM, SEARCH RECORDS, DATA ACCESS, CHECK STATUS, ABOUT, and HELP. A search bar is also present. Below the navigation bar, there are two alert messages: 'ALERT: SAM.gov will be down for scheduled maintenance Saturday, 06/27/2020 from 8:00 AM to 3:00 PM' and 'ALERT: CAGE is experiencing intermittent service interruptions. SAM registrants may encounter an error validating a CAGE Code. If this happens, please try again later.'

The main content area is titled 'Welcome, Ronald Farkas' and includes a welcome message: 'Welcome to your My SAM page. Start here to learn what you can do in SAM. Your options are customized to your user account and roles. Select a section from the sub-navigation menu to begin. Here is an overview of the most popular sections.'

On the left side, there is a 'MY SAM' sub-navigation menu with the following items: My User Roles, Entity Users, Entity Registrations (highlighted with a red box), Existing Entity Registrations, Register New Entity (highlighted with a red box), BioPreferred Reporting, My Account Settings, My Data Access, and General.

The main content area features three sections:

- My User Roles**: Your SAM user account needs roles to do most things in SAM. Select My User Roles from the My SAM sub-navigation menu to view your current roles, request new roles, or manage role invitations.
- Entity Registrations**: Do you want to do business with the U.S. Federal Government? Select Entity Registrations from the My SAM sub-navigation menu to create, update, renew, or deactivate your entity registration.
- My Data Access**: Are you a Federal government user who needs sensitive registrant data, or access to a non-public SAM data extract or web service, to manage contract or grant awards? Select My Data Access from the My SAM sub-navigation menu to request or renew access to non-public data in SAM.

5) Następnie należy zaznaczyć „**Start Registration**” u dołu ekranu.
Proszę pamiętać, że na każdej stronie u góry dostępny będzie przycisk „**Pomoc**”!

Submit Registration

View assistance for Overview~Registration Overview

BACK TO USER DASHBOARD

Assertions
Documents self-assertions from each entity. Includes, but is not limited to, data about the types of goods and services the entity provides, the entity size, optional Electronic Data Interchange (EDI), and disaster relief data.

Representations & Certifications
Documents an entity's representations and certifications related to their small business status, responses to commonly used Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) provisions/clauses, and Architect-Engineer Responses (SF330 Part II).

Points of Contact
Mandatory for all registration types. The entity will be asked to provide contact information for any mandatory POC based on the information they provided during the registration process. Includes, but is not limited to, accounts receivable, electronic business, and government business.

Notes:
An entity within the SAM system includes prime contractors, organizations or individuals applying for assistance awards, those receiving loans, sole proprietors, corporations, partnerships, and any Federal government agencies desiring to do business with the government.

Entity Administrators and/or Entity Registration Representatives are responsible for ensuring the accuracy of an entity registration in SAM. An entity registration must be renewed every 365 days in order to remain active and will expire if it is not updated in a timely manner. An expired registration may affect the ability to do business with the Federal government.

START REGISTRATION

6) Pojawi się strona z informacjami dla rejestrujących się w Stanach Zjednoczonych i dostawców międzynarodowych. Należy pamiętać, że dla podmiotu zagranicznego, numer identyfikacyjny podatnika USA (TIN) i informacje o koncie bankowym nie będą wymagane do rejestracji. Należy kliknąć przycisk Continue.

View assistance for Overview~Registration Overview

Register Entity

Overview

Registration Overview

Purpose of Registration

Core Data

Representations and Certifications

Points of Contact

Submit Registration

BACK TO USER DASHBOARD

BEFORE YOU START

You will need the following information:

U.S. REGISTRANTS:

- Your DUNS Number, Legal Business Name, and Physical Address for your Entity.
- If you don't have one, you can [request a DUNS Number for free](#) from D&B
- Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN. Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name.
- Your bank's routing number, your bank account number, and your bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT).

INTERNATIONAL REGISTRANTS:

- Your NATO Commercial And Government Entity (NCAGE) Code from the NATO Support and Procurement Agency (NSPA).
- If you don't have one, you can [request an NCAGE Code online for free](#) from NSPA
- Your DUNS Number, Legal Business Name, and Physical Address for your Entity. Make sure your DUNS information and NCAGE information match.
- If you don't have one, you can [request a DUNS Number for free](#) from D&B

CANCEL CONTINUE

7) Podczas przechodzenia przez rejestrację, podgląd postępu będzie widoczny po lewej stronie ekranu. Następnie będzie można zapisać swoje postępy w dowolnym momencie i wrócić do ostatniego miejsca. Do celów rejestracji należy wybrać właściwe opcje. Następnie trzeba wybrać **Business or Organization** oraz **I want to be able to bid on federal contracts...** i kliknąć przycisk **Next**.

View assistance for Purpose of Registration - Determine Purpose of Registration

MY SAM SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP Search

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 06/27/2020 from 8:00 AM to 3:00 PM
ALERT: CAGE is experiencing intermittent service interruptions. SAM registrants may encounter an error validating a CAGE Code. If this happens, please try again later.

Register Entity **Purpose of Registration**
Determine Purpose of Registration

Overview
Purpose of Registration
Determine Purpose
Confirm Purpose
Core Data
Representations and Certifications
Points of Contact
Submit Registration
BACK TO USER DASHBOARD

Page Description
This page will help you determine your entity's purpose of registration. First, select what type of entity you are registering in SAM. Then state why you are registering. Based on your response, you will complete different registration sections.
If you want to obtain federal contract awards, you must complete all four sections of the registration: Core Data, Assertions, Representations & Certifications (Reps & Certs), and Points of Contact (POCs). This is required by the Federal Acquisition Regulation (FAR) in FAR 52.204-7 System for Award Management.
If you are only interested in federal assistance opportunities, such as grants and loans, you must complete three sections of the registration: Core Data, Representations & Certifications (Reps & Certs), and POCs. If you decide later to pursue federal contract awards, you must update your SAM registration to change your purpose of registration and complete all four sections.
As of February 2, 2019, all entities registering for All Awards or Federal Assistance Only, will be required to review the Financial Assistance Representations and Certifications. These are a common set of certifications and representations required by Federal statutes or regulations in accordance with grants guidance under Title 2 of the Code of Federal Regulations. If you intend to apply for or are a recipient of a Federal grant or agreement, you must agree to the grants certifications and representations in the Representations & Certifications section of your entity registration.
Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

What type of entity are you registering?*
 Business or Organization
 U.S. State Government
 U.S. Local Government
 Tribal Government
 Foreign Government

Why are you registering this entity to do business with the U.S. government? *
 I want to be able to bid on federal contracts or other procurement opportunities. I also want to be able to apply for grants, loans, and other financial assistance programs.
 I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs.

CANCEL PREVIOUS NEXT

Następna strona zawiera informacje, z którymi należy się zapoznać.
Następnie proszę kliknąć przycisk **Next**.

The screenshot displays the SAM (System for Award Management) interface. At the top, the SAM logo is visible, along with the user name 'Ronald Farkas' and a 'Log Out' button. A navigation menu includes 'MY SAM', 'SEARCH RECORDS', 'DATA ACCESS', 'CHECK STATUS', 'ABOUT', and 'HELP', with a search bar to the right. Two alert messages are shown: 'ALERT: SAM.gov will be down for scheduled maintenance Saturday, 06/27/2020 from 8:00 AM to 3:00 PM' and 'ALERT: CAGE is experiencing intermittent service interruptions. SAM registrants may encounter an error validating a CAGE Code. If this happens, please try again later.'

The main content area is titled 'Register Entity' and 'Purpose of Registration'. The 'Confirm Purpose' step is active. A 'Page Description' box states: 'Based on the answers you provided on the previous page, SAM determined your purpose of registration and the sections you must complete based on that purpose of registration. If you need to make changes, please go back to the previous page. Otherwise, use the Next button to continue with the Entity Registration process.'

Below the description, a section titled 'Purpose of Registration:' lists required sections: 'All Awards', 'Core Data', 'Assertions', 'Representations & Certifications', and 'Points of Contact'. At the bottom of the main content area, there are buttons for 'BACK TO USER DASHBOARD', 'CANCEL', 'PREVIOUS', and 'NEXT'. The 'NEXT' button is highlighted with a red box.

The footer contains the GSA logo, the text 'IBM-P-20200424-1037 WWW8', and a list of links: Search Records, Data Access, Check Status, About, Help, Disclaimers, Accessibility, Privacy Policy, FAPIIS.gov, GSA.gov/IAE, GSA.gov, and USA.gov.

8) Następnie należy wprowadzić swój numer DUNS, oficjalną nazwę firmy i adres.

UWAGA: Jeśli wprowadzone informacje nie są zgodne co do znaku z danymi zarejestrowanymi w DUNS, może pojawić się komunikat o błędzie. Trzeba zwrócić uwagę na spacje, znaki interpunkcyjne i znaki specjalne.

Następnie należy kliknąć przycisk **Next**.

The screenshot shows the SAM System for Award Management interface. The main heading is "View assistance for Core Data - Entity Information". The navigation bar includes "MY SAM", "SEARCH RECORDS", "DATA ACCESS", "CHECK STATUS", "ABOUT", and "HELP", along with a search box. Two alerts are visible: "ALERT: SAM.gov will be down for scheduled maintenance Saturday, 06/27/2020 from 8:00 AM to 3:00 PM" and "ALERT: CAGE is experiencing intermittent service interruptions. SAM registrants may encounter an error validating a CAGE Code. If this happens, please try again later."

The "Register Entity" section is active, with a sub-section for "Core Data" and "Entity Information". A "Page Description" box states: "Please enter the information associated with the unique identifier of the entity you want to register. Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page."

The "Unique Identifier" section includes a "DUNS Number: *" field with a text input box. Below it, a note reads: "If you don't already have one, you can [request a DUNS Number for FREE](#) from Dun & Bradstreet (D&B). For help, U.S. entities can contact D&B at 1-866-705-5711 or govt@dnb.com. International entities can email SAMhelp@dnb.com."

The "Entity Name" section includes a "Legal Business Name: *" field with a text input box. A note below states: "A critical new step in entity validation requires each entity to self-report their Legal Business Name and Physical address."

The "Entity Physical Address" section includes several fields: "Address Line 1: *" (text input), "Address Line 2:" (text input), "City: *" (text input), "State/Province: *" (dropdown menu with "Please select a value"), "ZIP/Postal Code: *" (two text input boxes), and "Country: *" (dropdown menu with "UNITED STATES").

At the bottom of the form, there are "CANCEL", "PREVIOUS", and "NEXT" buttons.

9) Po pomyślnym zakończeniu wprowadzone informacje zostaną wyświetlone obok zweryfikowanych danych. Następnie należy kliknąć przycisk **Save and Continue**.

View assistance for Core Data - Verify Entity Information

Ronald Farkas [Log Out](#)

MY SAM SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP Search

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 06/27/2020 from 8:00 AM to 3:00 PM

ALERT: CAGE is experiencing intermittent service interruptions. SAM registrants may encounter an error validating a CAGE Code. If this happens, please try again later.

Register Entity **Core Data** POLAND U S OPERATIONS SP Z O O

Verify Entity Information DUNS: 436509396 NCAGE Code: 2996H

Overview

Purpose of Registration

Core Data

- Entity Information
- Verify Entity Information**
- Business Information
- IRS Consent
- CAGE or NCAGE Code
- Ownership Details
- Predecessor Details
- General Information
- Financial Information
- Executive Compensation Questions
- Proceedings Questions
- SAM Search Authorization
- Review Core Data

Assertions

Representations and Certifications

Points of Contact

Small Business Certification

Submit Registration

Page Description

Please carefully review the validated information associated with your entity. Once you select "Save and Continue" on this page, the validated information will appear in your entity's registration. You cannot change this information in SAM. If the information is incorrect, please select Cancel and make the necessary updates [here](#).

If D&B sent you confirmation that your updates were completed more than 24 hours ago, and you don't see the updated information displayed under "Validated Details", select the "Refresh D&B Data" button. [REFRESH D&B DATA](#)

Details Entered by the User		Validated Details	
DUNS:	436509396	DUNS:	436509396
Legal Business Name:	Poland-U.S. Operations sp 200	Legal Business Name:	POLAND U S OPERATIONS SP Z O O
Doing Business As:	(none)	Doing Business As:	(none)
Address Line 1:	ul Srebrna 16 lok 303	Address Line 1:	Ul. Srebrna 16-303
Address Line 2:		Address Line 2:	
City:	Warsaw	City:	Warszawa
State:		State:	MAZOWIECKIE
ZIP/Postal Code:	00-810	ZIP/Postal Code:	00-810
Country:	POLAND	Country:	POLAND

[BACK TO USER DASHBOARD](#) [CANCEL](#) [SAVE AND CONTINUE](#)

GSA

Search Records Disclaimers FAPIS.gov
Data Access Accessibility CSA.gov/IAE
Check Status Privacy Policy CSA.gov
About USA.gov

10) Dalej znajdują się dodatkowe informacje o jednostce i adresie.

Proszę pamiętać, że amerykański NIP (TIN) nie jest wymagany dla zagranicznych podmiotów.

Prosimy zapisać numer MPIN, który wygenerował się na stronie, a następnie kliknąć **Save and Continue**.

W razie potrzeby można ubiegać się o amerykański NIP/TIN: <https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin>
„Osoby zagraniczne i numery identyfikacyjne pracodawcy IRS” lub dzwoniąc pod numer +1 (267) 941-1099.

The screenshot displays the 'View assistance for Core Data - Business Information' page. It includes sections for 'Physical Address - Warszawa' and 'Mailing Address - Warszawa', both with fields for Address Type, Address Line 1, Address Line 2, City, State/Province, ZIP/Postal Code, and Country. A 'TAXPAYER IDENTIFICATION NUMBER (TIN)' section is highlighted with a red box, containing instructions on selecting a TIN Type (EIN or SSN) and a note that SSN selection requires choosing a business structure. The form also features a 'BACK TO USER DASHBOARD' button, a 'COPY PHYSICAL ADDRESS' button, and navigation buttons for 'CANCEL', 'PREVIOUS', and 'SAVE AND CONTINUE'.

View assistance for Core Data - Business Information

The MPIN will be shared with authorized partner applications (e.g. Grants.gov, Past Performance Information Retrieval System (PPIRS) etc.). The MPIN acts as your password in these systems and you should guard it as such. The MPIN must be nine characters long and contain at least one letter, one number, and no spaces or special characters.

Physical Address - Warszawa

Address Type: Physical
Address Line 1: Ul. Srebrna 16-303
Address Line 2:
City: Warszawa
State/Province: MAZOWIECKIE
ZIP/Postal Code: 00-810
Country: POLAND

Mailing Address - Warszawa

Address Type: Mailing
Address Line 1*: Ul. Srebrna 16/303
Address Line 2:
City*: Warszawa
State/Province*: MAZOWIECKIE
ZIP/Postal Code: 00-810
Country*: POLAND

Taxpayer Identification Number (TIN):

Select your TIN Type. Most entities who pay U.S. taxes select Employer Identification Number (EIN). If you don't have one, you can [request an EIN online from the IRS](#) for free. If you are a Sole Proprietor or a single-member Limited Liability Company (LLC), you may select Social Security Number (SSN). Choose carefully. You cannot change your TIN Type once you navigate beyond this page.

TIN Type: EIN
Note: If you select SSN as your TIN Type on this page, you must select either Sole Proprietorship or Limited Liability Company on the General Information page later during this registration.

EIN: ****0114 UPDATE

CANCEL PREVIOUS SAVE AND CONTINUE

GSA Search Records Disclaimers FAPIIS.gov
Data Access Accessibility GSA.gov/IAE
Check Status Privacy Policy GSA.gov

11) Następną stroną to formularz zgody dla celów podatkowych. Należy sprawdzić informacje w nim zawarte i podpisać go za pomocą numeru MPIN którego proces tworzenia, został opisany na poprzedniej stronie. Następnie należy kliknąć przycisk **Save and Continue**.

[View assistance for Core Data - IRS Consent](#)

Points of Contact
Small Business Certification
Submit Registration
[BACK TO USER DASHBOARD](#)

have the authority to execute this consent for disclosure for this tax return information.


TIN Match Instructions:
Provide the Taxpayer Information required for the most current tax year reported for this entity.
Your Taxpayer Name may be different than the entity's Legal Business Name. However, the Taxpayer Name must exactly match the name the IRS has on file for your entity's TIN according to its most recent tax return.
For questions about your EIN, please call the IRS at 1-866-255-0654. For questions about your SSN, please call the Social Security Administration at 1-800-772-1213.

Provide Taxpayer Information:
Taxpayer Name*:
Use only letters, numbers, spaces, hyphens (-), and ampersands (&). Omit any other special characters that are part of your Taxpayer Name.
Taxpayer Identification Number (TIN):

Taxpayer Address: [COPY MAILING ADDRESS](#) [COPY PHYSICAL ADDRESS](#)
Address Line 1*:
Address Line 2:
City*:
State/Province*:
ZIP/Postal Code:
Country*:
Type of Tax:
Tax Year (YYYY)*:
(Insert Most Recent Tax Year)
Name of Individual Executing Consent*:
Title of the Individual Executing Consent*:

Signature*: Enter your MPIN here
Date: Date will populate when you select Save and Continue.

[CANCEL](#) [PREVIOUS](#) [SAVE AND CONTINUE](#)

 IBM-P-20200424-1037 WWW8

[Search Records](#) [Disclaimers](#) [FAPIS.gov](#)
[Data Access](#) [Accessibility](#) [GSA.gov/IAE](#)
[Check Status](#) [Privacy Policy](#) [GSA.gov](#)
[About](#) [USA.gov](#)
[Help](#)

12) Następnie należy wpisać kod NCAGE organizacji i wcisnąć przycisk **Search**. Pojawią się informacje o firmie z systemu NCAGE.

UWAGA: Jeśli informacje podane dla NCAGE nie są identyczne z tymi w systemie DUNS, może pojawić się błąd. Ten błąd można poprawić tylko poprzez korektę danych w systemie NCAGE. Jeżeli dane są zgodne, należy wcisnąć przycisk **Save and Continue**.

View assistance for Core Data~NCAGE Code

Ronald Farkas [Log Out](#)

MY SAM SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP Search

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 06/27/2020 from 8:00 AM to 3:00 PM
ALERT: CAGE is experiencing intermittent service interruptions. SAM registrants may encounter an error validating a CAGE Code. If this happens, please try again later.

Register Entity

Overview
Purpose of Registration
Core Data
Entity Information
Verify Entity Information
Business Information
IRS Consent
CAGE or NCAGE Code
Ownership Details
Predecessor Details
General Information
Financial Information
Executive Compensation Questions
Proceedings Questions
SAM Search Authorization
Review Core Data
Assertions
Representations and Certifications
Points of Contact
Small Business Certification
Submit Registration
[BACK TO USER DASHBOARD](#)

Core Data POLAND U S OPERATIONS SP Z O O

NCAGE Code DUNS: 436509396 NCAGE Code: 2996H

Page Description

As an international registrant, you must enter your NATO Commercial and Government Entity (NCAGE) Code on this page. The NCAGE Code is a five-character, alpha-numeric identifier assigned to entities not located in the United States or its outlying areas. Use the [NCAGE Request Tool](#) to request an NCAGE from NATO, to search for your NCAGE Code, or to request updates to your NCAGE Code information. Check the [U.S. CAGE database](#) to make sure your NCAGE Code information is available to use in this registration.

Your NCAGE Code information will be validated by the U.S. CAGE program after submission. The Legal Business Name and Physical Address associated with your NCAGE Code must match exactly with the Legal Business Name and Physical Address associated with your DUNS Number. You may use the Search feature on this page to check what the U.S. CAGE database has on file for your NCAGE Code.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

You may select Search to check the U.S. CAGE database for the Legal Business Name and Physical Address associated with the NCAGE Code you entered. Once you select Search, the page will reload and display any available match. This information is only displayed to help you confirm you entered the correct NCAGE Code and to help you see any name and address differences which could later cause your registration to fail the U.S. CAGE validation. If you do not want to use this NCAGE Code, select Clear.

NCAGE Code: * [SEARCH](#) [CLEAR](#)

Details returned from U.S. CAGE database:

Legal Business Name	POLAND U S OPERATIONS SP Z O O
Address Line 1	SREBRNA 16/303
City, State/Province, Postal Code	WARSZAWA, MAZOWIECKIE, 00-810
Country	POL

[CANCEL](#) [PREVIOUS](#) [SAVE AND CONTINUE](#)

13) Jeśli firma jest własnością innego przedsiębiorstwa, należy zaznaczyć opcję **Yes**.
Jeśli nie, należy wybrać opcję **No** i kontynuować poprzez kliknięcie przycisku **Save and Continue**.

UWAGA: Podmioty właścicielskie muszą również mieć zarejestrowane własne kody NCAGE. Dotyczy to także podmiotów państwowych.

View assistance for Core Data--Ownership Details

Ronald Farkas Log Out

MY SAM SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP Search

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 06/27/2020 from 8:00 AM to 3:00 PM

ALERT: CAGE is experiencing intermittent service interruptions. SAM registrants may encounter an error validating a CAGE Code. If this happens, please try again later.

Register Entity **Core Data** POLAND US OPERATIONS SP Z O O

Ownership Details DUNS: 436509396 NCAGE Code: 2996H

Overview

Purpose of Registration

Core Data

- Entity Information
- Verify Entity Information
- Business Information
- IRS Consent
- CAGE or NCAGE Code
- Ownership Details**
- Predecessor Details
- General Information
- Financial Information
- Executive Compensation Questions
- Proceedings Questions
- SAM Search Authorization
- Review Core Data

Assertions

Representations and Certifications

Points of Contact

Small Business Certification

Submit Registration

BACK TO USER DASHBOARD

Page Description

Federal Acquisition Regulation (FAR) Subpart 4.418 requires that you provide information about your entity's ownership and control as part of your SAM registration. We are gathering this information now to populate FAR 52.204-17 which you will certify to later in the Reqs & Certs. If you don't know your owner's CAGE/NCAGE Code, use CAGE Search to look it up. If your owner is located in the U.S. or its territories, not required to register in SAM, and doesn't have a CAGE Code, they need to get a CAGE Code before you can complete your registration. If your owner is located outside the U.S. or its territories, not required to register in SAM, and doesn't have an NCAGE Code, they need to request an NCAGE Code right away. You cannot complete your registration without it. Please note you cannot use your own entity's CAGE/NCAGE Code for either level of owner, nor can you use the same CAGE/NCAGE Code for both Immediate and Highest-Level Owner.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Does another entity own or control the entity you are registering?* Yes No

View the [definition of Immediate Owner](#) on Acquisition.gov.

CANCEL PREVIOUS SAVE AND CONTINUE

14) Jeżeli firma powstała z przekształcenia innego podmiotu, w tym miejscu należy zaznaczyć **Yes** i podać jego dane. Jeżeli nie, należy zaznaczyć **No** i kliknąć przycisk **Save and Continue**.

The screenshot shows the SAM.gov registration interface. At the top, the user is logged in as Ronald Farkas. The page title is "View assistance for Core Data - Predecessor Details". The main content area is titled "Register Entity" and "Core Data" for "POLAND U S OPERATIONS SP Z O O". The "Predecessor Details" section is active, showing a "Page Description" and a question: "Are you a successor to a predecessor that held a Federal contract or grant within the last three years?*" with radio buttons for "Yes" and "No". The "No" option is selected. Below the question are "CANCEL", "PREVIOUS", and "SAVE AND CONTINUE" buttons. A sidebar on the left lists various registration steps, and a "BACK TO USER DASHBOARD" button is at the bottom left.

View assistance for Core Data - Predecessor Details

Ronald Farkas Log Out

MY SAM SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP Search

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 06/27/2020 from 8:00 AM to 3:00 PM

ALERT: CAGE is experiencing intermittent service interruptions. SAM registrants may encounter an error validating a CAGE Code. If this happens, please try again later.

Register Entity Core Data POLAND U S OPERATIONS SP Z O O

Predecessor Details DUNS: 436509396 NCAGE Code: 2996H

Overview

Purpose of Registration

Core Data

- Entity Information
- Verify Entity Information
- Business Information
- IRS Consent
- CAGE or NCAGE Code
- Ownership Details
- Predecessor Details
- General Information
- Financial Information
- Executive Compensation Questions
- Proceedings Questions
- SAM Search Authorization
- Review Core Data

Assertions

Representations and Certifications

Points of Contact

Small Business Certification

Submit Registration

BACK TO USER DASHBOARD

Page Description

Federal Acquisition Regulation (FAR) Subpart 4.1804(d) requires that you provide information about your entity's predecessors as part of your SAM registration. Predecessor refers to an entity that is replaced by a successor and includes any predecessors of the predecessor. We are gathering this information now to populate a provision you will certify to later in Reps & Certs. If you don't know your predecessor's CAGE/NCAGE Code(s) use CAGE Search to look it up. Please note you cannot use your own entity's CAGE/NCAGE Code for any predecessor, nor can you use the same CAGE/NCAGE Code for multiple predecessors.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Are you a successor to a predecessor that held a Federal contract or grant within the last three years?*

Yes No

CANCEL PREVIOUS SAVE AND CONTINUE

15) Następnie należy wprowadzić wymagane informacje.

UWAGA: W polu **Organization Factors** należy zwrócić uwagę, aby **NIE zaznaczać „foreign owned”**. Ten zapis odnosi się do firm zarejestrowanych w USA kontrolowanych spoza USA.

Należy pamiętać, że polskie podmioty nie kwalifikują się do żadnej z kategorii z sekcji *Socio-economic categories*. Te oznaczenia są ograniczone do podmiotów zarejestrowanych w USA.

Następnie należy kliknąć przycisk **Save and Continue**.

View assistance for Core Data - General Information

Not Applicable

Disadvantaged Business Enterprise:
Is your entity certified by a state certifying agency as a Department of Transportation Disadvantaged Business Enterprise?
No

Native American Entity Type:
If your organization is a Federally Recognized Native American Entity, choose all that apply:
 Alaskan Native Corporation Owned Firm
 American Indian Owned
 Indian Tribe (Federally Recognized)
 Native Hawaiian Organization Owned Firm
 Tribally Owned Firm

Organization Factors:
Do one or more of these organization factors apply to your entity? If none of these apply, select Not Applicable. NOTE: If you are a Manufacturer of Goods, you may also make one other selection. First select Manufacturer of Goods, then another drop down box will display for your next selection.
Not Applicable

Entity Structure:
What is the form of your entity as defined by the IRS? *
Corporate Entity, Not Tax Exempt

Profit Structure:
What is your entity's profit structure? *
For-Profit Organization

Socio-Economic Categories:
Select any socio-economic categories which reflect the current status of your entity. If applicable, your small business status will automatically be derived from the receipts, number of employees, assets, or megawatt hours, and NAICS codes entered in the Assertions portion of the registration and displayed in the Representations and Certifications portion of this registration.
 Veteran Owned Business
 Woman Owned Business
 Joint Venture Women-Owned Small Business
 Joint Venture Economically Disadvantaged Women-Owned Small Business
 Community Development Corporation Owned Firm
 Minority Owned Business

BACK TO USER DASHBOARD

CANCEL PREVIOUS SAVE AND CONTINUE

16) W tym miejscu należy podać dane, które służą do weryfikacji ewentualnych płatności. Jeżeli firma nie posiada konta w USA, proszę wypełnić jedynie pole **Remittance Address**. Następnie należy kliknąć przycisk **Save and Continue**.

View assistance for Core Data - Financial Information

Do you accept credit cards as a method of payment? Yes No

New Account

Electronic Funds Transfer (EFT):
EFT information is optional for Non-U.S. Businesses and Organizations. If you choose to provide this information, you must enter an ABA Routing Number, Account Number, and Account Type.

Account Type:

Financial Institute:

ABA Routing Number:

Account Number:

Lockbox Number:

Automated Clearing House (ACH):
If you entered EFT information above, then at least one method of contact must be provided for your financial institution. Otherwise, this section should be left blank.

A.C.H U.S. Phone: (xxx)xxx-xxxx

A.C.H Non-U.S. Phone: xxx-xxxx-xxxxxxx

A.C.H Fax: (xxx)xxx-xxxx

A.C.H Email:

Remittance Address:
You must provide an address to mail a check to if EFT is unavailable.

Name:

Address Line 1:

Address Line 2:

City:

State/Province:

Country:

ZIP/Postal Code:

Only add an additional account if you have more than one set of U.S. banking information for this DUNS number. [Add Additional Account](#)

Note: primary banking information can be changed by writing over the ABA Routing Number and Account Number and saving the page.

17) W zaznaczonym miejscu należy odpowiedzieć na pytanie o poprzednią współpracę z rządem federalnym USA. Przy pierwszej rejestracji proszę wybrać odpowiedź **No**. Następnie należy kliknąć przycisk **Save and Continue**.

View assistance for Core Data ~ Executive Compensation Questions

Register Entity

Core Data POLAND U S OPERATIONS SP Z O O

Executive Compensation Questions DUNS: 436509396 NCAGE Code: 2996H

Overview

Purpose of Registration

Core Data

- Entity Information
- Verify Entity Information
- Business Information
- IRS Consent
- CAGE or NCAGE Code
- Ownership Details
- Predecessor Details
- General Information
- Financial Information
- Executive Compensation Questions**
- Proceedings Questions
- SAM Search Authorization
- Review Core Data

Assertions

Representations and Certifications

Points of Contact

Small Business Certification

Submit Registration

Page Description

Please answer the following questions to determine if you need to provide total compensation details for the five (5) most highly compensated executives in your business or organization. In accordance with the Federal Funding Accountability and Transparency Act (FFATA) of 2006, as amended in 2008, your responses will be displayed to the public on USA Spending.gov in association with any eligible Federal award your entity receives.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Executive Compensation:

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) receive both of the following:

- 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and
- \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? *

No

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? *

Not Applicable

CANCEL PREVIOUS SAVE AND CONTINUE

18) W zaznaczonym miejscu należy odpowiedzieć na pytania odnoszące się do klauzuli FAR i postępowania karnego. Jeśli rejestracja następuje po raz pierwszy, zaznacz **No**. Następnie należy kliknąć przycisk **Save and Continue**.

View assistance for Core Data~Proceedings Questions

Register Entity	Core Data	POLAND U S OPERATIONS SP Z O O
	Proceedings Questions	DUNS: 436509396 NCAGE Code: 2996H

Overview

Purpose of Registration

Core Data

- ✓ Entity Information
- ✓ Verify Entity Information
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- ✓ IRS Consent
- ✓ CAGE or NCAGE Code
- ✓ Ownership Details
- ✓ Predecessor Details
- ✓ General Information
- ✓ Financial Information
- ✓ Executive Compensation Questions
- **Proceedings Questions**
- SAM Search Authorization
- Review Core Data

Assertions

Representations and Certifications

Points of Contact

Small Business Certification

Submit Registration

Page Description

Please answer the following questions about the entity you are registering. SAM collects information about proceedings only if you meet the conditions set forth in FAR 52.209-7, FAR 52.209-9, or 2 C.F.R. 200 Appendix XII. This information is not displayed in SAM. It is sent to FAPIIS.gov for display as applicable.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Proceedings:

Is your business or organization, as represented by the DUNS Number on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII? *

Does your business or organization, as represented by the DUNS number on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

Within the last five years, had the business or organization (represented by the DUNS number on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State

1. Criminal proceeding resulting in a conviction or other acknowledgment of fault;
2. Civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or
3. Administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

19) W tym miejscu należy zweryfikować, czy jest wyrażona zgoda na udostępnienie danych firmy w systemach elektronicznych rządu USA. Zalecamy zaznaczenie tej opcji, gdyż może to znacznie ułatwić późniejszy networking. Następnie należy kliknąć przycisk **Save and Continue**.

The screenshot displays the SAM.gov registration interface. At the top, there are two alert messages: "ALERT: SAM.gov will be down for scheduled maintenance Saturday, 06/27/2020 from 8:00 AM to 8:00 PM." and "ALERT: CAGE is experiencing intermittent service interruptions. SAM registrants may encounter an error validating a CAGE Code. If this happens, please try again later." Below the alerts, the main content area is titled "Register Entity" and "Core Data" for "POLAND U S OPERATIONS SP Z O O". The "SAM Search Authorization" section is active, showing a "Page Description" and a checkbox option: "Include my entity's non-sensitive information in SAM public search engine results and the public data file. I want to maximize my business opportunities with the U.S. government and other partners. If I uncheck this box, my entity's non-sensitive information will only be available to the public in the SAM public data file." This checkbox is checked. A note below states: "NOTE: SAM never releases sensitive information, such as your Taxpayer Identification Number or banking information for electronic funds transfer, to the public in either its public search view or public data file. Sensitive information is only available to authorized U.S. government officials." At the bottom, there are "CANCEL", "PREVIOUS", and "SAVE AND CONTINUE" buttons. The left sidebar contains a navigation menu with items like "Overview", "Purpose of Registration", "Core Data", "Entity Information", "Verify Entity Information", "Business Information", "IRS Consent", "CAGE or NCAGE Code", "Ownership Details", "Predecessor Details", "General Information", "Financial Information", "Executive Compensation Questions", "Proceedings Questions", "SAM Search Authorization", "Review Core Data", "Assertions", "Representations and Certifications", "Points of Contact", "Small Business Certification", and "Submit Registration".

20) Następnie należy zweryfikować, czy wszystkie dane są poprawne, a następnie kliknąć przycisk **Save and Continue**.

View assistance for Core Data~Review Core Data

Is your business or organization, as represented by the DUNS Number on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

No

Does your business or organization, as represented by the DUNS number on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

Not Selected

Within the last five years, had the business or organization (represented by the DUNS number on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

Not Selected

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results: **Yes**

Search Records Disclaimers FAPIIS.gov

21) W tym miejscu należy wybrać odpowiednie kody statystycznej klasyfikacji działalności gospodarczych w Ameryce Północnej (NAICS).

To właśnie na ich bazie oficerowie kontraktów i potencjalni partnerzy zidentyfikują zakres świadczonych przez firmę usług. Niektóre projekty mogą być ograniczone do firm posiadających odpowiednio zarejestrowane kody NAICS. Po wybraniu kodów należy kliknąć przycisk **Save and Continue**.

View assistance for Assertions~Goods and Services

- Disaster Response Information
- Review Assertions
- Representations and Certifications
- Points of Contact
- Small Business Certification
- Submit Registration

[BACK TO USER DASHBOARD](#)

Add NAICS Codes: *

Search for NAICS Code:

Mark as Primary	NAICS Code	Description	Action
Only the first 100 characters of the description are shown			
<input type="radio"/>	541611	Administrative Management and General Management Consulting Services	<input type="button" value="REMOVE"/>
<input type="radio"/>	541613	Marketing Consulting Services	<input type="button" value="REMOVE"/>
<input type="radio"/>	541614	Process, Physical Distribution, and Logistics Consulting Services	<input type="button" value="REMOVE"/>
<input checked="" type="radio"/>	541618	Other Management Consulting Services	<input type="button" value="REMOVE"/>
<input type="radio"/>	541930	Translation and Interpretation Services	<input type="button" value="REMOVE"/>

Add Product and Service Codes:

Search for PSC:

Product and Service Codes Selected

22) Następnie należy wprowadzić informacje o przychodach (w USD) i wielkości firmy. Dalej należy kliknąć przycisk **Save and Continue**.

View assistance for Assertions~Size Metrics

DUNS: 436509396 NCAGE Code: 2996H

Size Metrics

Page Description

Please enter world-wide organizational size information for your entity. This is inclusive of your parent organization, all branches, and all affiliates worldwide, and not just the size data for the location represented by the specific DUNS Number you are registering. The world-wide size metrics you enter here will be used to calculate your small business size status by industry (represented by NAICS Code) based on the Small Business Administration (SBA) Table of Size Standards.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Penalties for misrepresentation as a small business include fines of not more than \$500,000 or imprisonment for not more than 10 years, or both; administrative remedies; and suspension and debarment as specified in subpart 9.4 of title 48, Code of Federal Regulations. For more information on Number of Employees see [\(FAR 19.101\)](#).

If you enter Location information below, the numbers you enter for world-wide must be greater than or equal to the numbers entered in the location size.

The Small Business Administration may use this information for programs such as HUBZone and Small Business Size Status Determinations.

Industry-Specific Size Metrics (Present the following fields at the bottom of the page):
Barrels Capacity: (NAICS code 324110)
Total Assets: (One or more of following NAICS Codes: 522110, 522120, 522130, 522190, 522210, 522293)

World Wide:

Total Receipts (3 year average): * \$

Average Number of Employees (12-month average): *

Location (Optional):

Annual Receipts (3-Year Average): \$

Average Number of employees (12-Month Average):

[BACK TO USER DASHBOARD](#)

[CANCEL](#) [PREVIOUS](#) [SAVE AND CONTINUE](#)

23) Następnie przy informacji o elektronicznej wymianie danych (EDI), należy wybrać opcję **No**. Dalej należy kliknąć przycisk **Save and Continue**.

View assistance for Assertions~EDI Information

MY SAM SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP Search

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 06/27/2020 from 8:00 AM to 8:00 PM.
ALERT: CAGE is experiencing intermittent service interruptions. SAM registrants may encounter an error validating a CAGE Code. If this happens, please try again later.

Register Entity **Assertions** POLAND U S OPERATIONS SP Z O O
EDI Information DUNS: 436509396 NCAGE Code: 2996H

Overview
Purpose of Registration
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Size Metrics
EDI Information
Disaster Response Information
Review Assertions

Representations and Certifications
Points of Contact
Small Business Certification
Submit Registration

BACK TO USER DASHBOARD

Your Entity's EDI Information:
Do you wish to enter EDI Information for your non-government entity?* No

EDI VAN Provider:
ISA Qualifier:
ISA Identifier:
Functional Group Identifier:
820s Request Flag: Please select a value

CANCEL PREVIOUS **SAVE AND CONTINUE**

Page Description
Most registrants do not provide Electronic Data Interchange (EDI) information for their entity. The system defaults to "No" for this question. If you do not want to provide EDI information, select Save and Continue.
If you want to provide EDI information, and already use a Value Added Network (VAN) provider, change the question answer to "Yes." You will be asked to provide specific EDI information. Please only answer "Yes" if you already use an EDI VAN provider.
Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Search Records Disclaimers FAPIIS.gov

24) Kolejne okno służy rejestracji na wypadek katastrof na terytorium USA. Firmom, które w pierwszej kolejności są zainteresowane przetargami na terytorium Polski, sugerujemy wybrać opcję **No**. Następnie należy kliknąć przycisk **Save and Continue**.

View assistance for Assertions~Disaster Response Information

ALERT: CAGE is experiencing intermittent service interruptions. SAM registrants may encounter an error validating a CAGE Code. If this happens, please try again later.

Register Entity

Assertions **POLAND U S OPERATIONS SP Z O O**

Disaster Response Information DUNS: 436509396 NCAGE Code: 2996H

Page Description

Complete this section if you want to be listed in the Disaster Response Registry to potentially provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief services in the event of a national disaster.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Do you wish to be included in the Disaster Response Registry? *

Does your company require bonding to bid on Contracts?

Bonding Level:

Please provide the bonding level type, value must be input in whole dollars.

Construction Bonding Level, Per Contract (dollars)

Construction Bonding Level, Aggregate (dollars)

Service Bonding Level, Per Contract (dollars)

Service Bonding Level, Aggregate (dollars)

Geographic Area Served:

Select whether your entity can provide disaster response services. If you select "Any State", you are saying your organization can perform in any declared disaster area nationwide. Alternatively, you can narrow the geographic area you serve to three or less states. If you narrow your area served down to just one state, you can further restrict it to specific counties or metropolitan statistical areas.

Any State One State Multiple States

BACK TO USER DASHBOARD

CANCEL **PREVIOUS** **SAVE AND CONTINUE**

Search Records Disclaimers FAPIIS.gov

25) Następnie proszę zweryfikować poprawność wprowadzonych danych. Jeżeli są poprawne, należy kliknąć przycisk **Save and Continue**.

View assistance for Assertions~Review Assertions

Register Entity

Overview

Purpose of Registration

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Assertions

- ✓ Goods and Services
- ✓ Size Metrics
- ✓ EDI Information
- ✓ Disaster Response Information
- **Review Assertions**

Representations and Certifications

Points of Contact

Small Business Certification

Submit Registration

[BACK TO USER DASHBOARD](#)

Assertions POLAND U S OPERATIONS SP Z O O

Review Assertions DUNS: 436509396 NCAGE Code: 2996H

Page Description

You have completed the Assertions section of your entity's registration in SAM. Please validate the information presented on this page is correct before continuing. Select Edit to make changes to the appropriate sections. If you are satisfied with the information entered, please select Save and Continue.

DUNS Number: 436509396

D&B Legal Business Name: POLAND U S OPERATIONS SP Z O O

Goods & Services: [EDIT](#)

NAICS Codes Selected

NAICS Code	Primary	Description
541611		Administrative Management and General Management Consulting Services
541613		Marketing Consulting Services
541614		Process, Physical Distribution, and Logistics Consulting Services
541618	Yes	Other Management Consulting Services
541930		Translation and Interpretation Services

Product & Service Codes Selected

PSC	Description
R702	SUPPORT- MANAGEMENT: DATA COLLECTION
R608	SUPPORT- ADMINISTRATIVE: TRANSLATION AND INTERPRETING
R701	SUPPORT- MANAGEMENT: ADVERTISING
R707	SUPPORT- MANAGEMENT: CONTRACT/PROCUREMENT/ACQUISITION SUPPORT
R708	SUPPORT- MANAGEMENT: PUBLIC RELATIONS
R706	SUPPORT- MANAGEMENT: LOGISTICS SUPPORT

26) Na tym ekranie proszę wskazać osoby upoważnione do składania ofert w imieniu przedsiębiorstwa. Na kolejnych 8 ekranach zostaną wyświetlone prośby o zweryfikowanie informacji dotyczących różnych klauzul FAR. Jeśli rejestracja następuje po raz pierwszy, należy w większości odpowiedzi zaznaczyć **No**.

Wyjątek: pozycja 35 „Czy chcesz licytować, czy obecnie posiadasz kontrakty wydane przez DoD lub finansowane z DoD?” Tutaj powinno się zaznaczyć **Tak**. Podmioty zagraniczne nie kwalifikują się do kategorii działalności w amerykańskiej administracji małych firm (SBA). Następnie należy kliknąć przycisk **Save and Continue**.

The screenshot shows a web interface for FAR Response 1. The page title is "View assistance for Representations and Certifications- FAR Response 1". The main header is "Representations and Certifications" for "POLAND U S OPERATIONS SP Z O O". The DUNS number is 436509396 and the NCAGE Code is 2996H. The page description states: "Please answer the following questions related to the Federal Acquisition Regulation (FAR). There are four pages of questions. This is the first. Each question is designed to complete a specific FAR provision. The direct link to each provision follows the question. Selecting the FAR reference will open a new window and take you to the full text of the provision. All questions are mandatory. You will review your answers in the context of the FAR provisions at the end of this section." The first question is: "1. Who are the person(s) within POLAND U S OPERATIONS SP Z O O responsible for determining prices offered in bids/proposals? (FAR 52.203-2)". There is an "Add New Person" button. A dropdown menu is open for "Ronald Farkas - President" with fields for Name (Ronald Farkas) and Title (President), and a "Delete" button. Below the question, there is a "No" dropdown menu. The second question is: "2. Does POLAND U S OPERATIONS SP Z O O have other plants/facilities at different addresses routinely used to perform on contracts? (FAR 52.214-14, FAR 52.215-6)". There is an "Add New Plant/Facility" button. The left sidebar contains a navigation menu with "Representations and Certifications" highlighted in red, and "FAR Response 1" selected. Other options include "Overview", "Purpose of Registration", "Core Data", "Assertions", "Points of Contact", "Small Business Certification", and "Submit Registration". A "BACK TO USER DASHBOARD" button is at the bottom left.

Proszę pamiętać, aby przejrzeć wszystkie informacje FAR i DFARS. Na koniec należy zaznaczyć pole potwierdzające, o przeczytaniu i akceptacji wszystkich klauzul. Następnie należy kliknąć przycisk **Save and Continue**.

[FAR 52.223-22](#): Public Disclosure of Greenhouse Gas Emissions and Reduction Goals-Representation.

[FAR 52.225-2](#): Buy American Certificate

[FAR 52.225-4](#): Buy American-Free Trade Agreements-Israeli Trade Act Certificate

[FAR 52.225-6](#): Trade Agreements Certificate

[FAR 52.226-2](#): Historically Black College or University and Minority Institution Representation

[FAR 52.227-15](#): Representation of Limited Rights Data and Restricted Computer Software

[DFARS 252.204-7016](#): Covered Defense Telecommunications Equipment or Services-Representation

[DFARS 252.209-7002](#): Disclosure of Ownership or Control by a Foreign Government

[DFARS 252.216-7008](#): Economic Price Adjustment-Wage Rates or Material Prices Controlled by a Foreign Government-Representation.

[DFARS 252.225-7000](#): Buy American--Balance of Payments Program Certificate.

[DFARS 252.225-7020](#): Trade Agreements Certificate.

[DFARS 252.225-7035](#): Buy American Act--Free Trade Agreements--Balance of Payments Program Certificate

[DFARS 252.225-7049](#): Prohibition on Acquisition of Commercial Satellite Services from Certain Foreign Entities--Representations.

[DFARS 252.247-7022](#): Representation of Extent of Transportation by Sea

I have read each of the FAR and DFARS provisions presented on this page. By submitting this certification, I, Ronald Farkas, am attesting to the accuracy of the representations and certifications contained herein, including the entire NAICS table. I understand that I may be subject to criminal prosecution under Section 1001, Title 18 of the United States Code or civil liability under the False Claims Act if I misrepresent POLAND US OPERATIONS SP Z O O in any of these representations or certifications to the Government.

CANCEL

PREVIOUS

SAVE AND CONTINUE

27) Następnie należy wpisać dane kontaktowe osoby do kontaktu. Dalej należy kliknąć przycisk **Save and Continue**.

View assistance for Points of Contact~POC Details

Register Entity	Points of Contact	POLAND U S OPERATIONS SP Z O O
Overview	POC Details	DUNS: 436509396 NCAGE Code: 2996H
Purpose of Registration	Page Description	
Core Data	Please enter the requested information. Based on your answers provided during the registration process, the "POC Type" list has been filtered to provide you only the required POC Types.	
Assertions	POCs shall be employees for the actual Entity. Group email addresses may be used, as long as they are affiliated with the Entity.	
Representations and Certifications	Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.	
Points of Contact	Mandatory Points of Contact	
✓ POC Details	POCs shall be employees for the actual Entity. Group email addresses may be used, as long as they are affiliated with the Entity.	
Small Business Certification	Accounts Receivable POC	
Submit Registration	Title: <input type="text" value="President"/>	
	First Name: * <input type="text" value="Ronald"/>	
	Middle Initial: <input type="text" value="C"/>	
	Last Name: * <input type="text" value="Farkas"/>	
	Email: * <input type="text" value="rfarkas@plusops.com"/>	
	Phone: * US or Non US Phone is mandatory	
	US Phone: <input type="text" value=""/> (xxx)xxx-xxxx	
	Extension: <input type="text" value=""/> xxxxxxxx	
	Non US Phone: <input type="text" value="0048-694488155"/> xxxxx-xxxxxxxxxxxxxx	
	US Fax: <input type="text" value=""/> (xxx)xxx-xxxx	
	Notes: <input type="text" value="Poland"/>	
BACK TO USER DASHBOARD	Electronic Business POC	

28) Następnie, po raz ostatni proszę zweryfikować wprowadzone wcześniej dane. Jeżeli są poprawne, należy wcisnąć przycisk **Submit**.

UWAGA: Aby w pełni dokończyć przesyłanie, trzeba również utworzyć list administratora podmiotu i wysłać elektroniczną kopię zgodnie z instrukcjami wymienionymi w przewodniku. Gdy tylko firma otrzyma powiadomienie e-mail o aktywacji rejestracji SAM, może startować w przetargach dla rządu USA. Zwykle zajmuje to 1-2 dni od złożenia.

RONALD FARKAS Log Out

MY SAM SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP Search

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 06/27/2020 from 8:00 AM to 8:00 PM.
ALERT: CAGE is experiencing intermittent service interruptions. SAM registrants may encounter an error validating a CAGE Code. If this happens, please try again later.

Register Entity **Submit Registration** POLAND U S OPERATIONS SP Z O O

Entity Review DUNS: 436509396 NCAGE Code: 2996H

Overview

Purpose of Registration

Core Data

Assertions

Representations and Certifications

Points of Contact

Small Business Certification

Submit Registration

Entity Review

BACK TO USER DASHBOARD

Page Description
You have completed all sections of your entity's registration in SAM. Please validate the information presented on this page is correct before continuing. Select Edit to make changes to the appropriate sections. If you are satisfied with the information entered, select Submit.

Core Data

Business & TIN Information: EDIT

Business Information:

Business Start Date:	08/11/2015
Fiscal Year End Close Date:	12/31
Company Division Name:	
Company Division Number:	
Corporate URL:	www.plusops.com

ZIP/Postal Code: 03-042

By submitting this registration, you are certifying the information is accurate and complete. Knowingly providing false or misleading information may result in criminal prosecution under Section 1001, Title 18 of the United States Code. Criminal Penalties could include imposition of a fine, imprisonment, or both. You may be subject to other penalties as well, including, but not limited to, administrative remedies, such as suspension and debarment; ineligibility to participate in programs conducted under the authority of the Small Business Act; or civil liability under the False Claims Act.

CANCEL SUBMIT

GSA

IBM-P-20200626-1452
WWW2

Search Records Disclaimers FAPIIS.gov
Data Access Accessibility GSA.gov/IAE
Check Status Privacy Policy GSA.gov
About USA.gov
Help

29) Aby ukończyć rejestrację, proszę przesłać list „Entity Administrator” elektronicznie. Instrukcje można znaleźć tutaj: https://fsd.gov/fsd-gov/answer.do?sysparm_kbid=dbf8053adb119344d71272131f961946&sysparm_search=foreign%20entity%20administrator

Należy użyć szablonu 3, jeśli firma nie korzysta z banku w USA. Po wypełnieniu formularza przedsiębiorstwa, należy formularz wydrukować i notaryzować. Z praktycznego punktu widzenia zalecamy Notarialne Poświadczenie podpisu. Tak podpisany formularz należy zeskanować.



SAM entity admin
letter template

The screenshot shows the fsd.gov website interface. At the top, there is a navigation bar with links for Home, Top Help Topics, Learning and Support, Feedback, and My Account. A search bar contains the text "foreign entity administrator" and a magnifying glass icon. Below the search bar, the breadcrumb trail reads: Home > Search Results > I am registering an international entity (not located in the U.S. or its outlying areas). How do I comply with the requirement to... The main content area displays the search result title: "I am registering an international entity (not located in the U.S. or its outlying areas). How do I comply with the requirement to submit a letter formally appointing an Entity Administrator?". Underneath, the "Answer:" section provides instructions: **Step 1: Determine which template is required.** It lists two bullet points: one for entities not using U.S. banking information (Template 3) and one for those using U.S. banking information (Template 1). A **NOTE:** states that international entities are not required to enter banking information for EFT, but it is optional. **Step 2: Complete the template and print on your entity's letterhead.** It includes a bullet point about providing legal business name and address if no letterhead is used. At the bottom right, there is a "Was this answer helpful?" section with "Yes" (thumbs up) and "No" (thumbs down) buttons, and a "Print, Share and Follow this answer" button. The footer indicates the page was published on 2018-04-09 and updated on 2020-04-02.

30) Skan należy wysłać za pomocą utworzonego konta w serwisie FSD.

Tworzenie konta : <https://fsd.gov/fsd-gov/account-creation.do>

Przesyłanie za pośrednictwem formularza internetowego : <https://fsd.gov/fsd-gov/submit-question.do>

The screenshot displays the FSD.gov website interface. At the top, a dark blue navigation bar contains links for Home, Top Help Topics, Learning and Support, Feedback, and My Account. Below this is a search bar with the placeholder text "Start here for help..." and a magnifying glass icon. The main content area is divided into three columns. The left column is titled "Log In" and contains a "Sign-In to your Account" section with fields for Username (containing "rfarkas7") and Password, and a "Log In" button. The middle column is titled "Register for a New FSD.gov Account" and lists three benefits: submitting questions, receiving notifications, and customizing settings, with a "Create an Account" button. The right column is titled "Contact the Federal Service Desk" and includes "Hours of Operation" (Monday - Friday 8 a.m. to 8 p.m. ET), a "Live Chat" button, and a "Web Form" button which is highlighted with a red box and a red arrow pointing to it.