**Department of Commerce**

**Standard Operating Procedure**

**SAM.gov Representations and Certifications**

**Section 889 Search**

**Purpose:** The purpose of this Standard Operating Procedure (SOP) is to provide instructions to assist cardholders with searching for vendor Section 889 Representations before making purchases from open market sources. Steps to Search SAM.gov:

1. Go to [SAM.GOV](https://sam.gov/SAM/pages/public/index.jsf)
2. Sign-in
3. Click **“Entity Information”**



1. Ensure **“All Entity Information”** is selected from the drop-down menu
2. Type in **Entity** or **Vendor Name** and click search



1. Click on **Vendor name** highlighted in blue



1. Click on **“Reps and Certs (FAR/DFARS)”**



1. Click drop down to Download Reports
2. Select **“FAR”** from drop down options



1. Pop-up window will display with download options
2. Click “**Select File Type .pdf**”
3. Click **Download Reports** and PDF will open



1. When PDF opens select **Ctrl F** and type in **FAR 52.204-26** to find Representation

