**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”**

Graphical user interface, text

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

Graphical user interface, text, application

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

Graphical user interface, application

Description automatically generated

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

Graphical user interface, application

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

Graphical user interface, text, application, email

Description automatically generated

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

Graphical user interface, application, Teams

Description automatically generated

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

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Description automatically generated