

# Subpart 204.11 - SYSTEM FOR AWARD MANAGEMENT

**Parent topic:** [Part 204 - ADMINISTRATIVE AND INFORMATION MATTERS](#)

## 204.1103 Procedures.

See PGI [204.1103](#) for helpful information on navigation and data entry in the System for Award Management (SAM) database.

- (1) On contract award documents, use the contractor's legal or "doing business as" name and physical address information as recorded in the SAM database at the time of award.
- (2) When making a determination to exercise an option, or at any other time before issuing a modification other than a unilateral modification making an administrative change, ensure that—
  - (i) The contractor's record is active in the SAM database; and
  - (ii) The contractor's unique entity identifier (UEI), Commercial and Government Entity (CAGE) code, name, and physical address are accurately reflected in the contract document.
- (3) At any time, if the UEI, CAGE code, contractor name, or physical address on a contract no longer matches the information on the contractor's record in the SAM database, the contracting officer shall process a novation or change-of-name agreement, or an address change, as appropriate.
- (4) See PGI [204.1103](#) for additional requirements relating to use of information in the SAM database.
- (5) On contractual documents transmitted to the payment office, provide the CAGE code, instead of the UEI, in accordance with agency procedures.