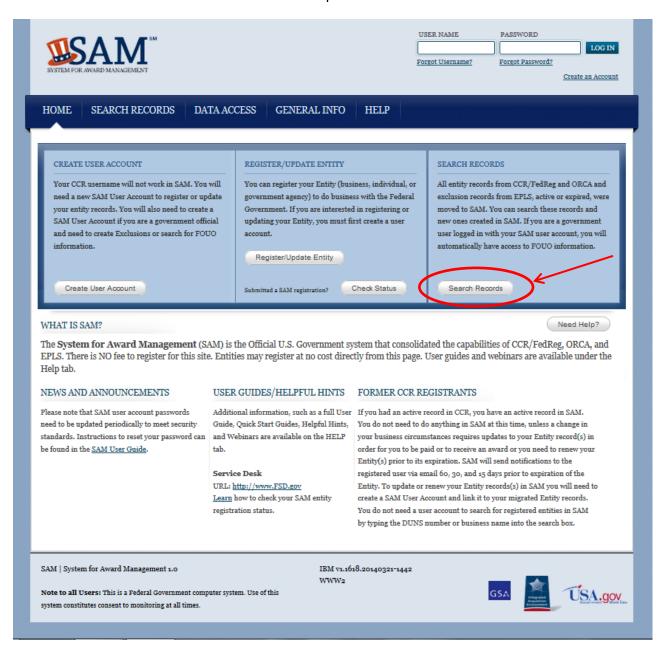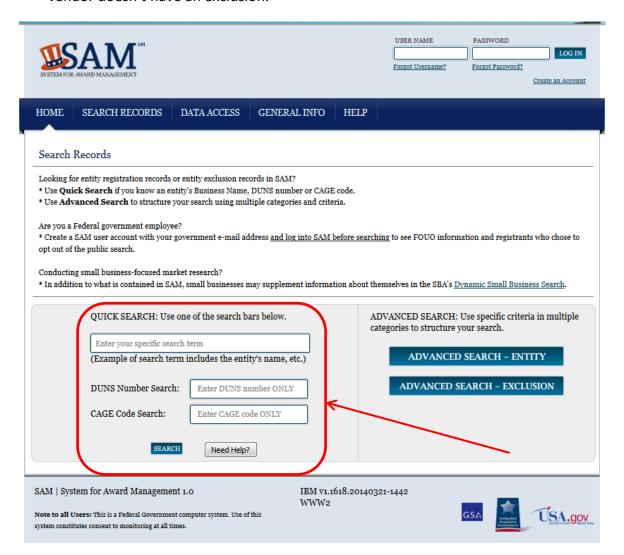# How to Search to see if a Vendor is Debarred or Suspended
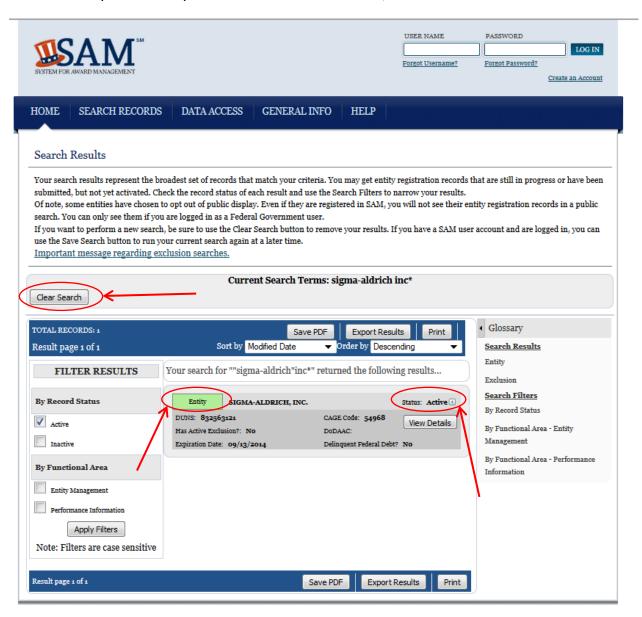
- Go to www.sam.gov
- Click the "Search Records" button
- You do not need to enter a username or password

- Enter the search information such as company name, individual name, DUNS number or CAGE Code.
- Click on the "Search" button.
- Any information that matches your search criteria will be returned
- Not all vendors are registered in SAM. If a vendor doesn't come up during a search, the vendor doesn't have an exclusion.

- If multiple results are returned with the same name, you will need to verify the address to determine if you are viewing the correct vendor. You can view the address by clicking on the "+" next to the "Status"
- If the indicator box is "green" and states "Entity" this vendor is not suspended or debarred. Campbell University can purchase goods/services from this vendor.
- When you are ready to search for the next vendor, click on the "Clear Search" button.

- If the indicator box is "purple" and states "Exclusion" this vendor is suspended or debarred. Campbell University <u>cannot</u> purchase goods/services from this vendor.