

Purchasing Supplies & Equipment

To shop for items:

Shop for supplies/equipment on the GSA Advantage website: www.gsaadvantage.gov

We can no longer use Amazon as first vendor. It can be only used as last resort.

To determine vendor registration status:

To purchase supplies/equipment from a specific vendor, that vendor must be registered with the federal government on SAM.gov. To determine if a specific vendor is registered, follow these steps:

1. Navigate to www.SAM.gov
 2. Select the "Sign In" button in the upper right corner. Select "Accept" to accept the US Government System terms.
 3. After selecting "Accept," the system will direct you to login.gov.
 - a. Enter your LogIn.Gov credentials and select "Sign In." You may be prompted to enter a one-time security code. (You will receive this code via the authentication method you selected during account creation.)
- Note: If you do not already have a login.gov account, please create an account.*
4. After signing in, the system will redirect you to your SAM.gov workspace.
 5. Select the Search tab.
 6. Select the "Entity Information" domain and then select "Entity Registrations".
 7. Click the arrow next to each filter under Filter By on the filter navigator to expand and search using those criteria.
 8. If you locate the desired entity, the registration status will show next to the entity name. You can view additional information by clicking the "Actions" (ellipsis) button in the top right of the registration card and selecting "View Record"