**Buy America Certification - Quick Reference Guide**

In order to meet the provisions of the Buy America Act of 1993, the prime contractor will document Buy America certification on a SiteManager sample record.

Sample record creator obtains the authentication documents and creates a sample record using these unique parameters:

**Basic Sample Data tab**

Material Code: 106BA, Buy America Cert – Prime Contractor

P/S Name: Selections may be made from the standard list of prime contractors.

**Contract tab**

Link **all** Buy America contract items associated with this sample record.

**Tests tab**

Link the Buy America Certification acceptance method and assign the NDOR Central lab (NDORCENT) as the governing laboratory.

The authentication documents will be preserved in OnBase.

NDOR M&R staff will review the sample record and associated documentation and will then complete and authorize the sample record at the conclusion of the evaluation.