BIDSYNC

# State Contracting and Procurement Registration System (SCPRS)

## Illustrated User Manual

BIDSYNC
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## Introduction

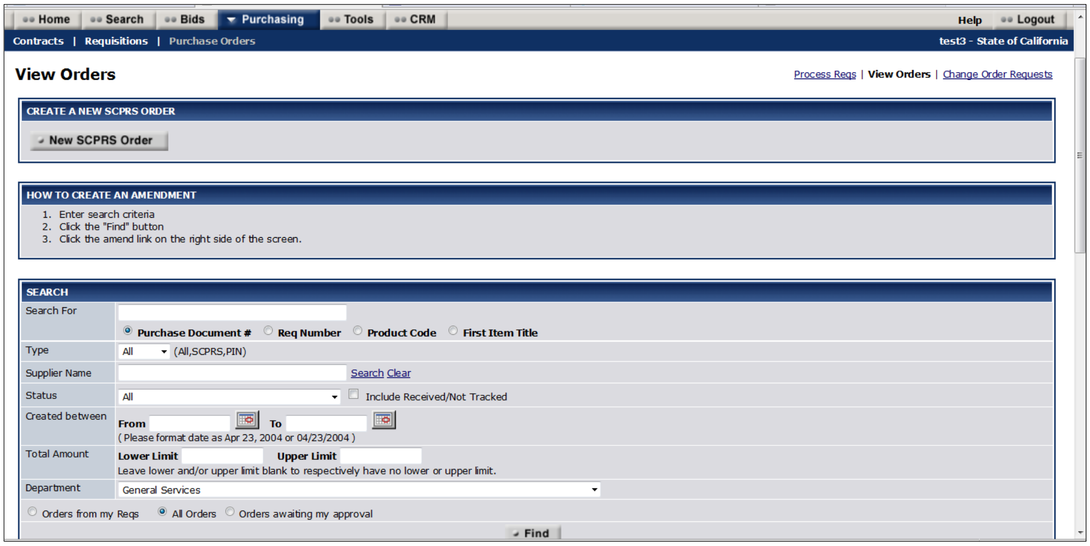
BidSync is a powerful e-procurement system designed to save you time and money in preparing and managing all phases of the acquisition process. This manual will walk you through the process of registering your purchases and contracts through e-procurement.

At the BidSync homepage www.bidsync.com, you will need to enter your unique username and password, which must be obtained from your department system administrator. This will give you access to your account including the ability to post solicitations. If at any time you have questions, please contact your administrator. For further information about this or any other topic, please visit our website at www.bidsync.com or the DGS e-procurement site at www.eprocure.dgs.ca.gov.

## Register contracts and purchase orders

To register your contracts and purchase orders, follow the steps below: (former SCPRS entry) You must be log in to create or edit a SCPRS entry.

Select the "Purchasing" tab, the "Purchase Orders" tab, and then click "New SCPRS Order". (You can also select the "Create New SCPRS Entry" link from the Quick Nav box on the Home tab and you will be taken to the same location).




2. Enter the following information typically found on the Standard 213 or 65.

## New SCPRS Entry

- Purchase Document # - this is equivalent to Contract/PO #.
- Indicate whether your transaction is a Cal Card purchase or a Blanket PO.
- Acquisition Type - Select from IT Goods and Services, or Non-IT Goods and Services. (If you select Non-IT Services, you must further qualify the contract type by selecting from the additional drop down menu. A prompt for additional information will appear for Consulting Services contracts)
- Acquisition Method - Select from the available drop down menu.
- Select your department – Select from the available drop down menu.
- Purchase Authority Number
- Leveraged Contract Number
- Date of Purchase
- If the contract is an I-Bond, please select the type from the drop-down menu.

- Start and End date of the purchase/contract.
- Fiscal Year Amounts - Enter the relevant amount(s) per fiscal year. By clicking on "Refresh Fiscal Years", it will provide fiscal year fields to accommodate the entire contract period based on Start and End date fields. Example: contract starts on 3/1/07 and ends on 3/31/12, fiscal years 2006 through 2011 will appear.
- Buyer Contact - to add, click the Search link to the right and select from the listed users.
- Enter any special instructions that relate to the contract.
- Upload any pertinent documents by clicking the "Upload Attachment" link and follow the prompts.
- Indicate whether the contract will be/was financed or leased.
- Supplier Name: Click the Search link to the right and select from the listed suppliers.

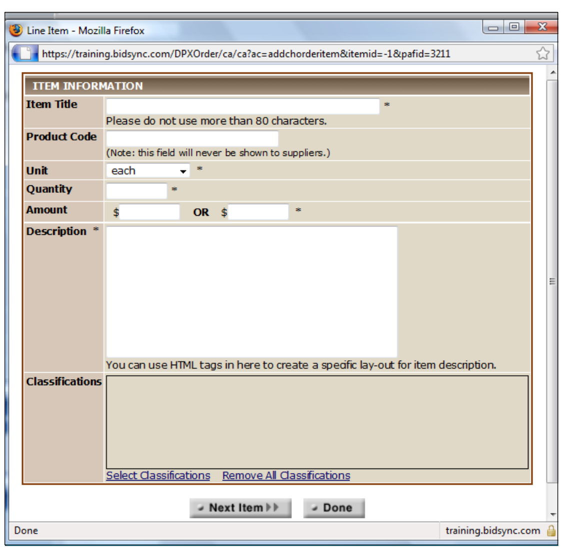
3. Enter Purchase or Contract Summary

## Items screen

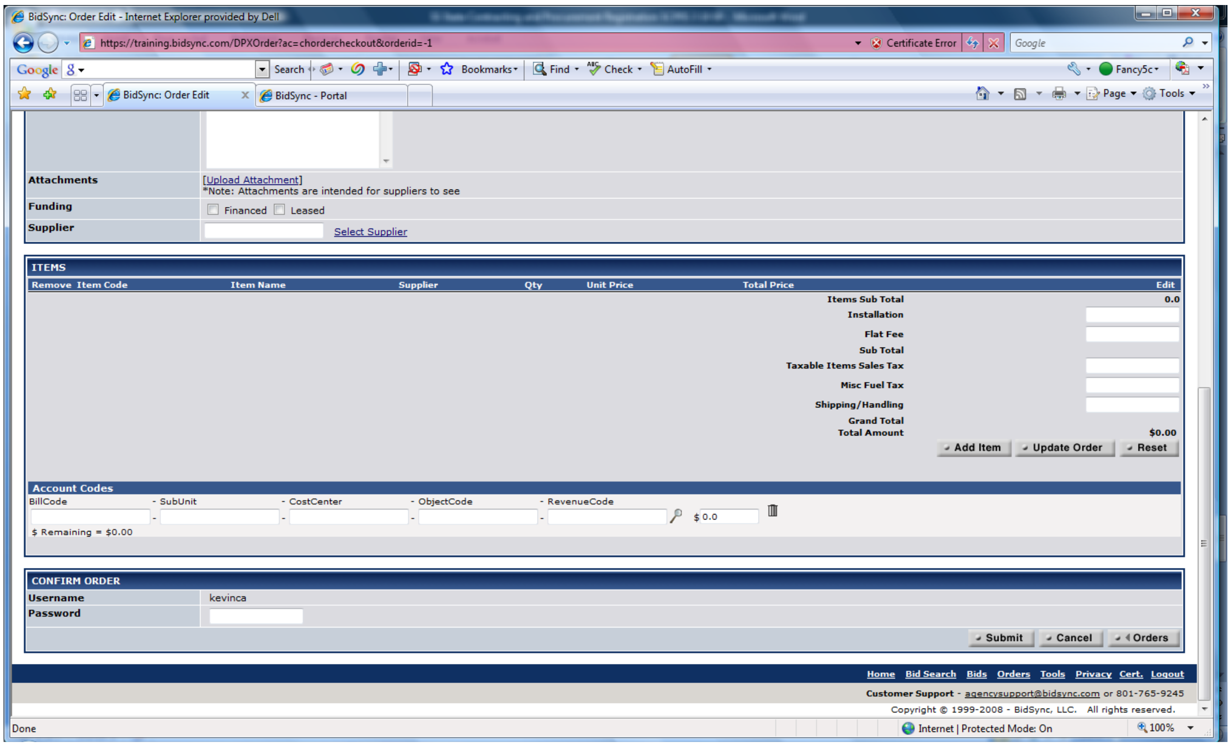
- Select the link titled "Add Item".

In the Item Information window:

- Enter Purchase/Contract Title
- Product code, if applicable (UNSPSC codes are to be entered in the Classifications section.)
- Enter the unit of measure, quantity and unit price. Once the quantity and unit price are entered, a total price will automatically be calculated.
- Enter the Line item description.
- Enter the UNSPSC Classification Code. If you do not know the UNSPSC Code, use the "Select Classification" link at the bottom of the window in the classification section. To search for the appropriate code, enter key words into the search field and click "Search". Once you have found the correct code, select it and click the "Add Classification button".



- Enter Misc. fees and taxes – an amount must be entered, including "0" (zero).
- Account Codes - Bill Code is required. Remaining fields in that string are optional. This allows you to separate amounts into different "accounts".




5. Enter your password and click "Submit".

Thank you for choosing BidSync for your business needs, we look forward to serving you in the future. For further information please contact your administrator or visit our website at [www.bidsync.com](http://www.bidsync.com) or the DGS website at [www.eprocure.dgs.ca.gov](http://www.eprocure.dgs.ca.gov).