



BIDSYNC

State Contracting
and Procurement
Registration System
(SCPRS)

Illustrated
User Manual

BIDSYNC

629 East 700 South Ste. 101

American Fork, UT 84003

Phone (801)765-9245 Fax (801)765-9246

Buyer Support: agency-support@bidsync.com

Supplier Support: support@bidsync.com

Website: <http://www.bidsync.com>

Copyright © 2008 RFP Depot, LLC
dba BidSync
All Rights Reserved.

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.

NEW SCPRS ENTRY ORDER	
Purchase Document #	<input type="text"/>
Cal Card	<input type="checkbox"/>
Blanket PO	<input type="checkbox"/>
Acquisition Type	Please Select ▾
Acquisition Method	Please Select ▾
Bill Code	<input type="text"/>
Department	General Services ▾
Purchase Authority Number	<input type="text"/>
Leveraged Contract Number	<input type="text"/>
Date of Purchase	<input type="text"/>
I-Bond (If yes, please select)	Please Select ▾
Start Date	<input type="text"/>
End Date	<input type="text"/>
Fiscal Year Amounts	2008 <input type="text"/> 2009 <input type="text"/> 2010 <input type="text"/> refresh fiscal years
Buyer Contact	<input type="text"/> Search
Special Instructions	<div style="border: 1px solid gray; height: 40px;"></div>
Attachments	[Upload Attachment] <small>*Note: Attachments are intended for suppliers to see</small>
Funding	<input type="checkbox"/> Financed <input type="checkbox"/> Leased
Supplier	<input type="text"/> Select Supplier

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".

The screenshot shows a web browser window titled "Line Item - Mozilla Firefox" with the URL "https://training.bidsync.com/DPXOrder/ca/ca?ac=addchorderitem&itemid=-1&pafid=3211". The main content area is a form titled "ITEM INFORMATION". The form has the following fields and controls:

- Item Title**: A text input field with a note: "Please do not use more than 80 characters."
- Product Code**: A text input field with a note: "(Note: this field will never be shown to suppliers.)"
- Unit**: A dropdown menu currently set to "each".
- Quantity**: A text input field.
- Amount**: Two text input fields separated by "OR", each preceded by a "\$" symbol.
- Description**: A large text area with a note: "You can use HTML tags in here to create a specific lay-out for item description."
- Classifications**: A section with a large empty box and two links at the bottom: "Select Classifications" and "Remove All Classifications".

At the bottom of the form, there are two buttons: "Next Item" and "Done". The browser's status bar at the bottom shows "Done" and "training.bidsync.com".

- 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”.

The screenshot displays the BidSync Order Edit interface. At the top, there are sections for Attachments, Funding, and Supplier. Below this is the ITEMS table, which is currently empty. To the right of the table, there are summary fields for Items Sub Total, Installation, Flat Fee, Sub Total, Taxable Items Sales Tax, Misc Fuel Tax, Shipping/Handling, Grand Total, and Total Amount, all showing \$0.00. Below the ITEMS table is the Account Codes section, which includes fields for BillCode, SubUnit, CostCenter, ObjectCode, and RevenueCode, with a remaining amount of \$0.00. At the bottom is the CONFIRM ORDER section, which has fields for Username (kevinca) and Password. The footer contains navigation links and copyright information.

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 or the DGS website at www.eprocure.dgs.ca.gov.