

Activate your account in Cal eProcure from BidSync

(These instructions are for those companies transitioning from the old system to the new one and have never received a state contract.)

Go to <https://caleprocure.ca.gov>. In the upper right corner, click *Login/Register*; on the next page, insert your supplier id number (SB/DVBE certification number) under *User ID* and your temporary password under *Password*. Click *Login*. If you didn't receive correspondence with a temporary password, click *I forgot my password* at the bottom of the page. The system will generate a temporary password and will send it to your email address.

Login Expired Click *Continue*.

Change Expired Password Insert temporary password in *Current Password*. Create your new personal password, insert it and confirm it. *(Password must have at least 8 characters, 1 upper case letter, 1 lower case letter, 1 number, and 1 special key like #, \$, or &.)*

Password Saved Click *OK*.

Login/Register button is replaced with supplier id number. This shows that you are logged in. Click the white triangle to the right of the supplier id number to see a drop down menu. (5 options).

Click **Edit Bidder Account** (There are 5 headings that you can update.)

Reminder: If you add additional **Contacts**, they will have TOTAL access to your account. Under **Identifications**, if you want to change your TIN from SSN to FEIN, contact the Certification Office *first* at 916-375-4940. NAICS codes are for manufacturers only.

Click **Notifications** Highlight *SELL*, Search by either *United Nations Standard Products and Services Codes (UNSPSC)* or *Title (Keyword)* and add the appropriate codes. (Your codes here should match the ones in your California profile.)

You are now ready to receive emails for events (solicitations) from Cal eProcure.

For questions about bidder registration:

call **1 (855) 421-6355** or email vendors@fiscal.ca.gov.



Cal
eProcure

<https://www.caleprocure.ca.gov>

DGS

www.dgs.ca.gov/pd

Register as a Supplier/Vendor in Cal eProcure

A supplier/vendor is defined as an entity that has already done business with the State. You should have received documentation with the following items:

1. Registration Code
2. Vendor ID
3. Tax Identification Number (FEIN or SSN)

If you did not receive this information or if you have technical issues, call FI\$Cal at **1 (855) 421-6355**, or email **vendors@fiscal.ca.gov**. Tell them that you are a supplier/vendor and need items 1 and 2 to register.

Go to <https://caleprocure.ca.gov>. In the upper right corner, click *Login/Register*; on the next page, click *Register as a Supplier*

Supplier Registration: *items are required fields

Code (from correspondence)

User ID (create a name that you will remember)

Email ID

Description (used to identify different accounts)

Password (must have at least 8 characters, 1 upper case letter, 1 lower case letter, 1 number, and 1 special key like #, \$, or &)

Confirm Password

Language: English

Currency: USD (United States Dollar)

Make sure *Receive bid interest notifications* and *Receive certification notifications* are highlighted **YES**

Under Vendor List:

Vendor ID (from correspondence)

ID Number (Tax Identification Number: FEIN or SSN)

Service Area (Either check the box for the entire state or download and choose specific counties.)

Create

Successfully Registered, Click *HOME*

Click *Sell to the State* icon on the left side of the page

Click *My Notifications* under *My Bids*

Click **Notifications**. Highlight *SELL*, search by either *United Nations Standard Products and Services Codes (UNSPSC)* or *Title (Keyword)* and add the appropriate codes. (Your codes here should match the ones in your California profile.)

You are now ready to receive emails for events (solicitations) from Cal eProcure.