Welcome to the eProcurement

What is eProcurement? Effective March 16, 2009, eProcurement is the new portal for the California State Contracts Register (CSCR), the State Contracting and Procurement Registration System (SCPRS), the online Small Business and Disabled Veteran Business Enterprise queries and the statewide Leveraged Procurement Agreements (LPAs). These systems have a new look and feel and can **only** be accessed through the new web-based eProcurement system.

The DGS-PD has contracted with an application service provider, BidSync (formerly RFP Depot), to host its web-based procurement system. The system accommodates State, supplier, and local government users.

The eProcurement system consolidates the following DGS-PD procurement services:

- CSCR
- SCPRS
- Online SB/DVBE queries
- Online SB/DVBE certification application
- Consolidated access to all LPAs

We will begin in just a few minutes!

CALIFORNIA

Cal-PCA

Procurement & Contracting Academy

DEPARTMENT OF GENERAL SERVICES

Welcome to the
State Contracting and Procurement Registration System
(SCPRS) Training

Purpose of SCPRS System

- It is mandatory to use the eProcurement system.
- SCPRS was developed as a contract tracking system to provide a centralized database on state contracting and purchasing transactions.
- In accordance with Management Memo 03-09 departments shall register in the SCPRS system any and all purchase documents valued over $5,000.00.
- Consequence of not reporting -Departments failing to record transactions in the SCPRS registration system will be considered non-compliant with purchasing authority requirements, which may adversely impact the department's purchasing authority.

Session Objectives

1. Verify supplier information
2. How to determine when a “Quick-Add” is needed
3. Register a new SCPRS entry
4. Amending a SCPRS entry

Disclaimer: The new eProcurement system is subject to change due to updates in streamlining the process. New information will be placed on the eProcurement web page.

#1 - Verify Supplier Information

Prior to creating a new SCPRS entry we recommend that you:

1. Verify the supplier is in lock status
   - If you discover your supplier is *not* in lock status notify your system administrator.

2. Always search suppliers by Federal Employee Identification Number (FEIN) or by company name

eProcurement

- Access the eProcurement system through the **Procurement Division webpage portal** *www.eprocure.dgs.ca.gov*

PD Home Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address http://www.pd.dgs.ca.gov/default.htm Go Links

Home | Sell to State | Purchase | Buy Green | Events | Publications/Forms | Policies/Training | Programs/Services

DGS HOME PAGE

- What's New
- Federal Stimulus Act
- eProcurement
- Small Business & DVBE
- SB & DVBE Certification
- Bid Opportunities
- Contract Options
- Executive Biographies
- Public Records Request
- Site Map
- Contact Us

DGS

Welcome to the Procurement Division

A Message to our Suppliers Regarding eProcurement

The Department of General Services will be hosting eProcurement Supplier/Vendor Webinar training. To participate, please click on the following link: eProcurement Supplier/Vendor Webinar Training

DGS wants to assure you that there is no fee for any supplier to register, receive email or fax notifications, download or respond to State of California bid solicitations, or for being awarded a State contract. At no time do we require suppliers to enroll in any paid subscriptions to view California State bidding opportunities (for example, BidSync's own BidLync.) Such subscription services are optional to you and the State neither endorses nor is affiliated with them.

Please be aware that BidSync, which is the State of California's contractor for its eProcurement system, also hosts the bid sites for many other procurement organizations. Those bidding opportunities may require a fee.

We want to make things easier for you to become registered on the California BidSync system and also to get certified as a State of California Small or Disabled Veteran Business Enterprise firm. To that end, we have placed a videotaped webcast and registration and "opt out" instructions on this website at www.documents.dgs.ca.gov/eprocure/steps.pdf to register with bidsync.pdf.

We recognize that the transition to this or any new system will not be without obstacles for both State of California buyers, and our supplier community. In the long term, however, we think that eProcurement will provide far greater transparency into our buying processes and greater access to State of California contracting opportunities.

eProcurement System Launch

On March 16, 2009, the DGS-Procurement Division launched a new eProcurement (eP) system. The California State Contracts Register (CSCR), the State Contracting and Procurement Registration System (SCPRS), the State's Leveraged Procurement Agreements (LPAs), and the Small Business (SB) and DVBE queries and SB/DVBE online certification application have been modified and are only accessible through the new eP system. For more information, please visit our eProcurement webpage, http://www.eprocure.dgs.ca.gov/.

Internet

Start | Inbox - Microsoft Outlook | Microsoft PowerPoint - [... | DGS Offices and Division... | PD Home Page - Micr... | 9:56 AM

eProcurement - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address http://www.eprocure.dgs.ca.gov/default.htm Go Links

Skip to: Content | Footer

Search GO

California This Site

CA.GOV

eProcurement PROCUREMENT DIVISION DGS

Home | Suppliers | State/Local Buyers | Training | FAQs | About eP | Contact Us | Broadcasts

FEATURED LINKS

- DGS Home Page
- Procurement Home Page

Click the Play button to view the eProcurement training video

eProcurement

Access eProcurement

Login to eProcurement (BidSync) (To access your registered eProcurement profile)

Register for eProcurement Access (BidSync) (To create a new eProcurement profile)

Bidding Opportunities

California State Contracts Register (CSCR)

- View CSCR Ads
- View Progress Payments
- Special Announcements/Award Notices
- Alternative Access

SB/DVBE

Small Business and Disabled Veterans Business Enterprise Services

- SB/DVBE Search
- SB/DVBE Online Certification Application
- SB/DVBE Homepage

http://www.eprocure.dgs.ca.gov/Training/ Internet

Start | Inbox - Microsoft Outlook | KINGSTON (E:) | Microsoft PowerPoint - [... | eProcurement - Micro... | 2:50 PM

File Edit View Favorites Tools Help

Back Search Favorites

Address https://www.bidsync.com/DPX/ca/cdgs?ac=logout&rfpdheaderoverride=dgs Go Links

CA.GOV

Department of
General Services
BUILDING GREEN · BUYING GREEN · WORKING GREEN

Usernames and Passwords are case sensitive. Please make sure you are using the correct case when entering your Username and Password.

Username

Password

☐ **Remember Username**

Log In

(You are now using secure login)

Did you forget your password?
Get help with your password here.

Home Bid Search Privacy Cert. Login

Customer Support - support@bidsync.com or 1-800-990-9339

Copyright © 1999-2008 - BidSync, LLC. All rights reserved.

Internet

Start | Inbox - Microsoft Outlook | KINGSTON (E:) | Microsoft PowerPoint - [... | BidSync: Login Area - ... | 2:54 PM

Back Search Favorites

Address https://www.bidsync.com/DPX/ca/cdgs Go Links

Home | Search | Bids | Purchasing | Progress Payments | Tools | CRM | Help | Logout

Welcome, darlacolliecarnes - State of California

QUICK NAV

Contracts Search/Purchase

CSCR

- Create a Solicitation
- Search/Edit Solicitation
- View CSCR ads
- Award Notices
- Progress Payments
- Contracts Search/Purchase (LPAs)

SB/DVBE

- SB/DVBE Search
- SB/DVBE homepage

SCPRS

- Create New SCPRS Entry
- Search/Edit SCPRS Entry
- Create a SCPRS report

Requisitions

- Create a Requisition
- Search for Requisitions

Supplier Search
System Administrator

Bids/Contracts

Bids about to end

BID	DESCRIPTION	BIDS	TIME LEFT
RFP DPR 3790-54	Public Safety Technology Modernization (PSTM) RFP	0	11 min
08-A-12	Fundraising Capacity & Campaign Preparedness Feasibility Study & Readiness Audit RFP	0	11 min
BD09-00009	Ophthalmology Services IFB	0	11 min
08-764	Study of Performance of Emission Control Systems on 2007 & Later Model HDDTs RFP	0	11 min
6000000091	Parolee Service Centers IFB	0	11 min

More ...

Internet

start KINGSTON (E:) 2 Microsoft Office P... Welcome to BidSync -... 97% 2:59 PM

BidSync: Supplier Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://www.bidsync.com/DPXSuppliers?searchtype=companynamesearch&ac=search&addquickadd=&Ssort=&selctx=&searchmethod=companyname&Smine=lc Go Links

BUILDING GREEN · BUYING GREEN · WORKING GREEN

Home | Search | Bids | Purchasing | Progress Payments | Tools | CRM | Help | Logout

Your Info | Admin | Suppliers | Reports | Training | Messages

angelasalas - State of California

SEARCH FOR SUPPLIERS

Search ONLY Agency Suppliers Search Locked Suppliers Search ALL Suppliers

COMPANY NAME SEARCH

Company Name	
FEIN	
Keywords	
Location	All
	Search

SUPPLIER CODES SEARCH

Supplier Codes	
	Search

QUALIFICATIONS SEARCH

Qualifications	CA-DVBE CA-MB CA-NP CA-NVSA CA-SB CA-SBE
UNSPSC Code	(Use commas for multiple codes) Select UNSPSC Codes
Location	All Suppliers located miles from zip code
	Search

Quick Add Vendor

SUPPLIER NAME	QUALIFICATIONS	LOCATION	CONTRACTS	BLOCKED

Microsoft PowerPoint - [Cal-PCA - EP SCPRS 08.24.09]

Internet

Start | eP - SCPRS Module | Microsoft PowerPoint... | BidSync: Supplier ... | BidSync: Supplier Se... | https://www.bidsync... | Inbox - Microsoft Ou... | 10:47 AM

BidSync: Supplier Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://www.bidsync.com/DPXSuppliers?searchtype=companynamesearch&ac=search&addquickadd=&Ssort=&selctx=&searchmethod=&Smine=locked&Sname=coalinga+mot Go Links

SEARCH FOR SUPPLIERS

○ Search ONLY Agency Suppliers ◉ Search Locked Suppliers ○ Search ALL Suppliers

COMPANY NAME SEARCH

Company Name	coalinga motors
FEIN	
Keywords	
Location	All
	Search

SUPPLIER CODES SEARCH

Supplier Codes	
	Search

QUALIFICATIONS SEARCH

Qualifications	☐ CA-DVBE ☐ CA-MB ☐ CA-NP ☐ CA-NVSA ☐ CA-SB
UNSPSC Code	(Use commas for multiple codes) Select UNSPSC Codes
Location	○ All ○ Suppliers located miles from zip code
	Search

Quick Add Vendor

SUPPLIER NAME	QUALIFICATIONS	LOCATION	CONTRACTS	BLOCKED
Coalinga Motors Inc		CA	Contracts	

Internet

start KINGSTON (E:) Microsoft PowerPoint ... BidSync: Supplier Sea... 11:07 PM

BidSync: Supplier Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://www.bidsync.com/DPXSuppliers/ca/cdgs?searchtype=companynamesearch&ac=search&addquickadd=&Ssort=&selctx=&searchmethod=&Smine=locked8 Go Links

Your Info | Admin | Suppliers | Reports | Training | Messages angelasalas - State of California

SEARCH FOR SUPPLIERS

Search ONLY Agency Suppliers Search Locked Suppliers Search ALL Suppliers

COMPANY NAME SEARCH

Company Name: coalinga motors

FEIN

Keywords

Location: All

Search

SUPPLIER CODES SEARCH

Supplier Codes

Search

QUALIFICATIONS SEARCH

Qualifications: CA-DVBE CA-

UNSPSC Code

Location: All

Search

zip code

Quick Add Vendor

SUPPLIER NAME	CONTRACTS	BLOCKED
Coalinga Motors Inc	Contracts	

https://www.bidsync.com - Coalinga Motors Inc - Microsoft Internet...

VIEW: General Info

Supplier Lock

Status:
This supplier is in Approved status.

Schedule Task Note

Coalinga Motors Inc: General Information print page

GENERAL INFORMATION

Organization Name	Coalinga Motors Inc
Address	625 East Elm Street Coalinga CA 93210
Main Phone	916-429-4700
Main Fax	
Federal Tax Number	010731154
Agency Supplier	Yes No
Description	Autos, Trucks and Vans
Supplier Code	1000738 (optional)
Main Contact	Bill Kemery
Contact Phone	916-429-4700
Contact Fax	
Contact Email	billk@lasherauto.com

Contracts Orders

Save Close Window

Internet

Start | eP - SCPRS Module | Microsoft PowerPoint... | BidSync: Supplier Se... | BidSync: Supplier Se... | https://www.bids... | Inbox - Microsoft Ou... | 10:36 AM

BidSync: Supplier Search - Microsoft Internet Explorer

Address https://www.bidsync.com/DPXSuppliers/ca/cdgs?searchtype=companynamesearch&ac=search&addquickadd=&Ssort=&selctx=&searchmethod=companyname&

Your Info | Admin | Suppliers | Reports | Training | Messages

angelasalas - State of California

SEARCH FOR SUPPLIERS

Search ONLY Agency Suppliers | Search Locked Suppliers | Search ALL Suppliers

COMPANY NAME SEARCH

Company Name: coalinga motor

FEIN

Keywords

Location: All

Search

SUPPLIER CODES SEARCH

Supplier Codes

Search

QUALIFICATIONS SEARCH

Qualifications: CA-DVBE

UNSPSC Code

Location: All

Search

p code

Quick Add Vendor

SUPPLIER NAME	CONTRACTS	BLOCKED
Coalinga Motors Inc	Contracts	
Coalinga Motors Inc	Contracts	

https://www.bidsync.com - Coalinga Motors Inc - Microsoft Internet Explor...

VIEW: General Info

Supplier Lock

Lock Warnings:

- FEIN or SSN must be filled out before creating a lock

Status:
This supplier is currently in unlocked status.

Schedule | Task | Note

Coalinga Motors Inc: General Information — print page

GENERAL INFORMATION

Organization Name	Coalinga Motors Inc
Address	625 East Elm St. Coalinga CA 93210
Main Phone	9164294700
Main Fax	
Agency Supplier	Yes / No
Description	New Vehicles
Supplier Code	(optional)
Main Contact	Bill Kemery
Contact Phone	916-429-4700
Contact Fax	
Contact Email	billk@lasherauto.com

Contracts | Orders

Internet

Start | eP - SCPRS Module | Microsoft PowerPoint... | BidSync: Supplier Se... | BidSync: Supplier Se... | https://www.bids... | Inbox - Microsoft Ou... | 10:32 AM

2 - How to Determine when a ***Quick Add*** is needed.

- Did you complete a *thorough* search?

- If no locked supplier results are returned, contact your System Administrator for department policy on *Quick Adds*

Preventing “Unlocked” or “Pending” Supplier Locks

Things to avoid:

- Do not quick add a supplier with a duplicate FEIN number
- Do not quick add different companies using the same FEIN number
- Do not enter invalid data, erroneous data produces inaccurate reports and will negatively impact a user’s system privileges

Things to do:

- Conduct a supplier search prior to completing a quick add
- Contact supplier to confirm company name and FEIN number
- Contact your System Administrator for assistance

BidSync: Supplier Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://www.bidsync.com/DPXSuppliers?searchtype=companynamesearch&ac=search&addquickadd=&Ssort=&selctx=&searchmethod=companyname&Smine=a Go Links

SEARCH FOR SUPPLIERS

Search ONLY Agency Suppliers Search ALL Suppliers

COMPANY NAME SEARCH

Company Name	Angela's Uniforms
FEIN	
Keywords	
Location	All
	Search

SUPPLIER CODES SEARCH

Supplier Codes	
	Search

QUALIFICATIONS SEARCH

Qualifications	CA-DVBE CA-MB CA-NP CA-NVSA CA-SB
UNSPSC Code	(Use commas for multiple codes) Select UNSPSC Codes
Location	All Suppliers located miles from zip code
	Search

Quick Add Vendor

SUPPLIER NAME	QUALIFICATIONS	LOCATION	CONTRACTS	BLOCKED
Your search did not return any results.				

Home Bid Search Bids Orders Tools Privacy Cert. Logout

Customer Support - agencysupport@bidsync.com or 1-800-990-9339

Internet

Start | Inbox - Microsoft Outlook | MJ World reaction - Mes... | eP - SCPRS Module | Microsoft PowerPoint - [... | BidSync: Supplier Sea... | 3:12 PM

https://training.bidsync.com - BidSync: Add a New Organizatio...

New Supplier

GENERAL INFORMATION

Supplier Name	Angela's Uniforms *
Address	707 3rd Street *
City	W. Sacramento *
State	California *
Zip Code	95605 *
Main Phone Number	916-548-2200 * example: 555-123-4567
Main Fax Number	example: 555-123-4567
Federal Tax Number	(or Social Security Number)
Contact First Name	Angie * MI
Contact Last Name	Pinkerton *
Contact Email Address	
Agency Supplier	Yes No

CLASSIFICATION

Type in what classification or number you would like to search for. Select the sub-classifications you would like to use from the results box and click "Add" to move it bottom box. You can list your bid in as many classifications as you would like (hol Control key to select more than one classification at a time). If you need to remov classification from your "Added" menu, click on the classification name and then clic "Remove."

Search

(Search by Keyword or Code)

Search Results

Internet

SEARCH FOR SU

Search ONL

COMPANY NAME SE

Company Name

FEIN

Keywords

Location

QUALIFICATIONS S

Qualifications

NIGP Code

Location

P Codes

miles from zip code

Quick Add Supplier

SUPPL

LOCATION

BLOCK

- Indicates a

Internet

start

KINGSTON (E:)

Microsoft PowerPoint ...

5 Internet Explorer

11:38 PM

https://www.bidsync.com - BidSync: Add a New Organization - Microsoft Inter...

CLASSIFICATION

Type in what classification or UNSPSC number you would like to search for. Select the sub-classifications you would like to use from the results box and click "Add" to move it to the bottom box. You can list your bid in as many classifications as you would like (hold the Control key to select more than one classification at a time). If you need to remove a classification from your "Added" menu, click on the classification name and then click on "Remove."
(UNSPSC Code 11.0501)

Search
(Search by Keyword or UNSPSC Code) View All

Search Results

Select All | Add Classifications | Hints

Classifications added to this supplier

Remove Classifications | Hi

Save | Reset | Close Window

* Required fields

https://training.bidsync.com - BidSync: Supplier Search - Microsoft Internet Explorer

SEARCH FOR SUPPLIERS

○ Search ONLY Agency Suppliers ◉ Search ALL Suppliers

COMPANY NAME SEARCH

Company Name	
FEIN	
Keywords	
Location	All
	Search

QUALIFICATIONS SEARCH

Qualifications	☐ BDS-SB ☐ BRID ☐ DBE ☐ MBE ☐ SB
NIGP Code	(Use commas for multiple codes) Select NIGP Codes
Location	○ All ○ Suppliers located miles from zip code
	Search

Quick Add Supplier

		SUPPLIER NAME	QUALIFICATIONS	LOCATION	BLOCK
	select	Angela's Uniforms		CA	

- Indicates an agency supplier.

Close

Internet

start KINGSTON (E:) Microsoft PowerPoint ... 4 Internet Explorer 11:40 PM

3 - Register a new SCPRS entry

- Validate the Acquisition Type
- Enter Purchasing Data
- Enter Line Item Information
- Submit SCPRS Entry
- Receive Registration Number

Address https://www.bidsync.com/DPX/ca/cdgs

Home | Search | Bids | Purchasing | Progress Payments | Tools | CRM | Help | Logout

Welcome, darlacolliecarnes - State of California

QUICK NAV

Contracts Search/Purchase

CSCR

- Create a Solicitation
- Search/Edit Solicitation
- View CSCR ads
- Award Notices
- Progress Payments
- Contracts Search/Purchase (LPAs)

SB/DVBE

- SB/DVBE Search
- SB/DVBE homepage

SCPRS

- Create New SCPRS Entry
- Search/Edit SCPRS Entry
- Create a SCPRS report

Requisitions

- Create a Requisition
- Search for Requisitions

Supplier Search
System Administrator

Bids/Contracts

Bids about to end

BID	DESCRIPTION	BIDS	TIME LEFT
RFP DPR 3790-54	Public Safety Technology Modernization (PSTM) RFP	0	11 min
08-A-12	Fundraising Capacity & Campaign Preparedness Feasibility Study & Readiness Audit RFP	0	11 min
BD09-00009	Ophthalmology Services IFB	0	11 min
08-764	Study of Performance of Emission Control Systems on 2007 & Later Model HDDTs RFP	0	11 min
6000000091	Parolee Service Centers IFB	0	11 min

More ...

Internet

start | KINGSTON (E:) | 2 Microsoft Office P... | Welcome to BidSync -... | 97% | 2:59 PM

BidSync: New SCPRS Entry Order Conflict - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://www.bidsync.com/DPXOrder?ac=chordercheckout&orderid=-1 Go Links

CA.GOV Department of General Services

BUILDING GREEN · BUYING GREEN · WORKING GREEN

Home | Search | Bids | Purchasing | Progress Payments | Tools | CRM | Help | Logout

Contracts | Requisitions | Purchase Orders

angelasalas - State of California

Restore Work

You were previously creating a New SCPRS Entry order, however you did not save it.

Would you like to continue working on that New SCPRS Entry order or throw it away and start a new New SCPRS Entry order?

Continue | Start Fresh | Close

Home Bid Search Bids Orders Tools Privacy Cert. Logout

Customer Support - agencysupport@bidsync.com or 1-800-990-9339

Copyright © 1999-2008 - BidSync, LLC. All rights reserved.

Internet

Start | Inbox - Microsoft Ou... | SCPRS | Cal-PCA - EP SCPRS ... | Cal-PCA - EP SCPRS ... | BidSync: New SCP... | https://www.bidsync... | 4:16 PM

BidSync: Order Edit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://www.bidsync.com/DPXOrder?ac=chordercheckout&orderid=-1 Go Links

Home | Search | Bids | Purchasing | Progress Payments | Tools | CRM | Help | Logout

Contracts | Requisitions | Purchase Orders

angelasalas - State of California

NEW SCPRS ENTRY ORDER

Purchase Document #	
Cal Card	☐
Blanket PO	☐
Acquisition Type	Please Select
Acquisition Method	Please Select
Purchase Authority Number	
Leveraged Contract Number	
Date of Purchase	
I-Bond (If yes, please select)	Please Select

Internet

start 2 Micr... SCPRS T... Microsof... BidSync:... 12:07 PM

BidSync: Order Edit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://www.bidsync.com/DPXOrder?ac=chordercheckout&orderid=-1 Go Links

Purchase Document #	
Cal Card	☐
Blanket PO	☐
Acquisition Type	Please Select
Acquisition Method	Please Select
Purchase Authority Number	
Leveraged Contract Number	
Date of Purchase	
I-Bond (If yes, please select)	
Buyer Contact	
Special Instructions	
Attachments	[Upload Attachment] *Note: Attachments are intended for suppliers to see
Funding	☐ Financed ☐ Leased
Supplier	Select Supplier

Please Select
CMAS
Software License Program
Statewide Contract
State Price Schedule
Master Purchase/Price Agreement
Master Service Agreement
Master Rental Agreement
State Programs
CRP
Emergency Purchase
NCB
LCB
Fair and Reasonable
Informal Competitive
SB/DVBE Option
Formal Competitive
Services are specifically exempt by statute

Fiscal Year Data

Start Date *	
End Date *	
Fiscal Year Totals *	2008-2009 2009-2010 2010-2011 refresh fiscal years

Internet

start KINGSTON (E:) Microsoft PowerPoint ... BidSync: Order Edit - ... Frequently Asked Qu... 4:09 AM

BidSync: Order Edit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://www.bidsync.com/DPXOrder?ac=chordercheckout&orderid=-1 Go Links

Home | Search | Bids | Purchasing | Progress Payments | Tools | CRM | Help | Logout

Contracts | Requisitions | Purchase Orders

angelasalas - State of California

NEW SCPRS ENTRY ORDER

Purchase Document #	
Cal Card	☐
Blanket PO	☐
Acquisition Type	Please Select
Acquisition Method	Please Select
Purchase Authority Number	9G-0506-DGS-HQ1
Leveraged Contract Number	
Date of Purchase	
I-Bond (If yes, please select)	Please Select

Internet

start 2 Micr... SCPRS T... Microsof... BidSync:... 12:07 PM

BidSync: Order Edit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://www.bidsync.com/DPXOrder?ac=chordercheckout&orderid=-1 Go Links

Cal Card	☐
Blanket PO	☐
Acquisition Type	Please Select
Acquisition Method	Please Select
Purchase Authority Number	
Leveraged Contract Number	
Date of Purchase	
I-Bond (If yes, please select)	Please Select
Buyer Contact	Search
Special Instructions	
Attachments	[Upload Attachment] *Note: Attachments are intended for suppliers to see
Funding	☐ Financed ☐ Leased
Supplier	Select Supplier

Fiscal Year Data

Start Date *	
End Date *	
Fiscal Year Totals *	2007-2008 2008-2009 2009-2010 2010-2011 refresh fiscal years

Done Internet

Start | Inbox - Microsoft Ou... | My Documents | ASalas$ on 'smf00file... | eP - SCPRS Module | Microsoft PowerPoint... | BidSync: Order Edi... | 1:49 PM

BidSync: Order Edit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address Go Links

https://www.bidsync.com - BidSync: Supplier Search - Microsoft Internet Explorer

SEARCH FOR SUPPLIERS

Search ONLY Agency Suppliers | Search Locked Suppliers | Search ALL Suppliers

COMPANY NAME SEARCH

Company Name	Coalinga Motors Inc
FEIN	
Keywords	
Location	All
	Search

SUPPLIER CODES SEARCH

Supplier Codes	
	Search

QUALIFICATIONS SEARCH

Qualifications	CA-DVBE CA-MB CA-NP CA-NVSA CA-SB
UNSPSC Codes	(Use commas for multiple codes) Select UNSPSC

Internet

Acquisit

Purchas Number

Leverag Number

Date of

I-Bond select)

Buyer C

Special

Attachn

Funding

Supplie

Fiscal Y

Start D

End Da

Fiscal Year Totals *

2008-2009

2009-2010

2010-2011

refresh fiscal years

ITEMS

Remove	Item Code	Item Name	Supplier	Qty	Unit Price	Total Price	Edit

Extra Fields

Items Sub Total $0.00

Installation

javascript:AddSup();

Internet

Start | Inbox - Micro... | KINGSTON (E:) | Microsoft Pow... | BidSync: Ord... | http://www.d... | http://www.d... | http://www.d... | https://ww... | « 1:38 PM

Edit View Favorites Tools Help

Back Search Favorites

https://www.bidsync.com - BidSync: Supplier Search - Microsoft Internet Explorer

Search

QUALIFICATIONS SEARCH

Qualifications	☐ CA-DVBE ☐ CA-MB ☐ CA-NP ☐ CA-NVSA ☐ CA-SB
UNSPSC Code	(Use commas for multiple codes) Select UNSPSC Codes
Location	All; Suppliers located miles from zip code

Search

Quick Add Supplier

		SUPPLIER NAME	QUALIFICATIONS	LOCATION	BLOCK
	◉	Coalinga Motors Inc		CA	

- Indicates an agency supplier.

Add Close

javascript:sendSupplier();

Internet

Fiscal Year Totals *

2008-2009

2009-2010

2010-2011

refresh fiscal years

ITEMS

Remove	Item Code	Item Name	Supplier	Qty	Unit Price	Total Price	Edit

Extra Fields

Items Sub Total $0.0

Installation

Internet

BidSync: Order Edit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://www.bidsync.com/DPXOrder Go Links

Purchase Document #	
Cal Card	☐
Blanket PO	☐
Acquisition Type	Please Select
Acquisition Method	Please Select
Purchase Authority Number	
Leveraged Contract Number	
Date of Purchase	
I-Bond (If yes, please select)	Please Select
Buyer Contact	Search
Special Instructions	
Attachments	[Upload Attachment] *Note: Attachments are intended for suppliers to see
Funding	☐ Financed ☐ Leased
Supplier	Coalinga Motors Inc Select Supplier

Fiscal Year Data

Start Date *	
End Date *	
Fiscal Year Totals *	2008-2009 2009-2010 2010-2011 refresh fiscal years

Done Internet

Start | Inbox - Microsoft... | KINGSTON (E:) | Microsoft PowerP... | BidSync: Order ... | http://www.docu... | http://www.docu... | http://www.docu... | « 1:39 PM

BidSync: Order Edit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://www.bidsync.com/DPXOrder Go Links

2009-2010 $53,000.0

2010-2011 $6,000.00

refresh fiscal years

ITEMS

Remove	Item Code	Item Name	Supplier	Qty	Unit Price	Total Price	Edit

Extra Fields

Items Sub Total	$0.00
Installation	
Flat Fee	
Sub Total	
Taxable Items Sales Tax	
Misc Fuel Tax	
Shipping/Handling	
Grand Total	
Total Amount	$0.00

Account Codes

BillCode - SubUnit - CostCenter - ObjectCode - RevenueCode

Add Item | Update Order | Reset

CONFIRM ORDER

Username	angelasalas
Password	

Submit | Cancel | Orders

Home Bid Search Bids Orders Tools Privacy Cert. Logout

Customer Support - agencysupport@bidsync.com or 1-800-990-9339

Copyright © 1999-2008 - BidSync, LLC. All rights reserved.

Internet

Start | Inbox - Microsoft... | KINGSTON (E:) | Microsoft PowerP... | BidSync: Order ... | http://www.docu... | http://www.docu... | http://www.docu... | 2:22 PM

https://www.bidsync.com - Line Item - Microsoft Internet Explorer

ITEM INFORMATION

Item Title	Automotive repairs * Please do not use more than 80 characters.
Product Code	 (Note: this field will never be shown to suppliers.)
Unit	hour *
Quantity	5.0 *
Amount	$ $1,000.00 OR $ 5000 *
Description *	Tune up for state vehical You can use HTML tags in here to create a specific lay-out for item description.
Classifications	[73152102] Manufacturing equipment repair services Select Classifications Remove All Classifications

Total Price	Edit
5000	Edit

Items Sub Total	$25,000.00
Installation	
Flat Fee	
Sub Total	
Taxable Items Sales Tax	
Misc Fuel Tax	
Shipping/Handling	
Grand Total	
Total Amount	$0.00

BillCode	SubUnit	CostCenter	ObjectCode	RevenueCode

Add Item | Update Order | Reset

File Edit View Favorites Tools Help

Address https://www.bidsync.com/DPXOrder

2009-2010 $53,000.00
2010-2011 $6,000.00
refresh fiscal years

ITEMS

Remove	Item Type	Item Name	Supplier	Qty	Unit Price	Total Price	Edit
		Automotive repairs	Coalinga Motors Inc	5.0	1000	5000	Edit

Extra Fields

Items Sub Total	$25,000.00
Installation	
Flat Fee	
Sub Total	
Taxable Items Sales Tax	
Misc Fuel Tax	
Shipping/Handling	
Grand Total	
Total Amount	$0.00

Account Codes

BillCode - SubUnit - CostCenter - ObjectCode - RevenueCode

Add Item | Update Order | Reset

CONFIRM ORDER

Username	angelasalas
Password	

Submit | Cancel | Orders

Home Bid Search Bids Orders Tools Privacy Cert. Logout

Customer Support - agencysupport@bidsync.com or 1-800-990-9339

Internet

Start | SBDVBE search | Cal-PCA - EP ... | BidSync: Or... | Office of Leg... | https://www.... | 2 Microsoft ... | Doc46 - Micro... | Std%20215-... | 1:16 PM

BidSync: SCPRS Order - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://training.bidsync.com/DPXOrder Go

Links BDS eP Google PAC BB ReptTran Webinar PD Home Page

CA.GOV Department of General Services

BUILDING GREEN · BUYING GREEN · WORKING GREEN

Home | Search | Bids | Purchasing | Progress Payments | Tools | CRM | Help | Logout

Contracts | Requisitions | Purchase Orders

erin.snyder - State of California

SCPRS ORDER CREATED

Purchase Document # 121

Orders

Home Bid Search Bids Orders Tools Privacy Cert. Logout

Customer Support - agencysupport@bidsync.com or 1-800-990-9339

Copyright © 1999-2008 - BidSync, LLC. All rights reserved.

Done Internet

start 5 Microsoft Office O... http://player.streamt... BidSync: SCPRS Orde... 3 Microsoft Office ...

3:43 PM Thursday 7/9/2009

BidSync: View Order - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://training.bidsync.com/DPXOrder/ca/ca?ac=orderview&orderid=12522 Go

Links BDS eP Google PAC BB ReptTran Webinar PD Home Page

Home | Search | Bids | Purchasing | Progress Payments | Tools | CRM | Help | Logout

Contracts | Requisitions | Purchase Orders

erin.snyder - State of California

Printable

SCPRS ORDER: 121

Associated Requisitions

Item	P/N	Item Name	Shipping Status	Received Status	Qty	Unit Price	Total Price
test		test	Not Shipped	Not Received	1	$100.00	$100.00

Items Sub Total	$100.00
Installation	$1.00
Flat Fee	$1.00
Sub Total	$102.00
Taxable Items Sales Tax	$1.00
Misc Fuel Tax	$0.00
Shipping/Handling	$0.00
Grand Total	$103.00
Total Price	$103.00

Fiscal Year Data

Start Date	Jul 9, 2009
End Date	Jul 9, 2009
Fiscal Year Totals	2009-2010 - $100.00

Account Codes

BillCode - SubUnit - CostCenter - ObjectCode - RevenueCode

12345 - - - - $103.00

PO Standard Text

Specifications and/or scope of services which apply to this Purchase Agreement are as detailed in the Proposal/Bid number noted on the face of this order.

Order Information

eP1000057

Supplier: WESTERN BLUE CORPORATION

Created On: Jul 9, 2009

Created By: Erin Snyder

Acquisition Classification: IT Services

Acquisition Method: Software License Program

Purchase Authority Number: 4545

Department: General Services

Shipping Status: Not Shipped (details)

Receiving Status: Not Received (details)

Special Instructions:

Report Flags: Change Flags

Attachments

Order Status: Active

Done Internet

start 5 Microsoft Office O... http://player.streamt... BidSync: View Order -... 4 Microsoft Office ... 3:44 PM Thursday 7/9/2009

#4 Amending a SCPRS entry.

- How to Search / Edit a SCPRS entry
- Was original acquisition entered in the former SCPRS system?

How to Search / Edit a SCPRS entry

- View existing orders
- Make changes or correction to existing orders
- Amend existing orders

File Edit View Favorites Tools Help

Back Search Favorites

Address https://www.bidsync.com/DPX/ca/cdgs Go Links

CA.GOV Department of General Services

BUILDING GREEN · BUYING GREEN · WORKING GREEN

Home | Search | Bids | Purchasing | Progress Payments | Tools | CRM | Help | Logout

Welcome, angelasalas - State of California

QUICK NAV

Contracts Search/Purchase

CSCR

- Create a Solicitation
- Search/Edit Solicitation
- View CSCR ads
- Award Notices
- Progress Payments
- Contracts Search/Purchase (LPAs)

SB/DVBE

- SB/DVBE Search
- SB/DVBE homepage

SCPRS

- Create New SCPRS Entry
- Search/Edit SCPRS Entry
- Create a SCPRS report

Requisitions

- Create a Requisition
- Search for Requisitions

Bids/Contracts

Bids about to end

BID	DESCRIPTION	BIDS	TIME LEFT
078CP8259 TIF	PEST CONTROL SERVICES IFB	0	29 min
078CP8259 CIF	PEST CONTROL SERVICES IFB	0	29 min
078CP8259 OMIF	PEST CONTROL SERVICES IFB	0	29 min
078CP8259 WPS	PEST CONTROL SERVICES IFB	0	29 min
C09.068	Workforce Management Software IFB	0	19 hrs, 59 min

More ...

Internet

Start | SBDVBE search | Cal-PCA - EP SC... | Inbox - Microsof... | More of your fa... | Doc46 - Microsof... | Std%20215-213... | Welcome to Bi... | 3:30 PM

BidSync: View Orders - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

https://www.bidsync.com/DPXOrder?ac=agencyorders&atmnav=orders.vieworders.viewpo

View Orders

Process Reqs | **View Orders** | Change Order Requests

CREATE A NEW SCPRS ORDER

New SCPRS Order

HOW TO CREATE AN AMENDMENT

1. Enter search criteria
2. Click the "Find" button
3. Click the amend link on the right side of the screen.

SEARCH

Search For	Purchase Document # / Req Number / Product Code / First Item Title
Type	All (All,SCPRS,PIN)
Supplier Name	Search Clear
Status	All — Include Received/Not Tracked
Created between	From To (Please format date as Apr 23, 2004 or 04/23/2004)
Total Amount	Lower Limit Upper Limit — Leave lower and/or upper limit blank to respectively have no lower or upper limit.
Department	General Services, Department of

Orders from my Reqs / All Orders / Orders awaiting my approval

Find

View Clipboard

Done Internet

start Microsoft Office O... Microsoft PowerPoint ... BidSync: View Orders... 4:39 PM

BidSync: View Orders - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://www.bidsync.com/DPXOrder?ac=agencyorders&atmnav=orders.vieworders.viewpo Go Links

Total Amount **Lower Limit** **Upper Limit**

Leave lower and/or upper limit blank to respectively have no lower or upper limit.

Department General Services, Department of

Orders from my Reqs All Orders Orders awaiting my approval

Find

View Clipboard

PURCHASE DOCUMENT #	FIRST ITEM TITLE	DATE	SUPPLIER	TOTAL AMOUNT	DEPARTMENT	ORDER STATUS	RECEIVING STATUS	CLIPBOARD	AMEN
3135508	Drywall Installation and Repair	May 11, 2009 4:09:31 PM PDT	Fp Construction, inc.	$16,010.13	General Services, Department of	Active	Not Received	Add	Amer
3135503	cleaning supplies	May 11, 2009 3:35:42 PM PDT	Grainger Industrial Supply	$11,444.25	General Services, Department of	Active	Not Received	Add	Amer
3105537	Eng. Serv. Site Invest & Rem Des. UST Northern	May 11, 2009 3:19:47 PM PDT	URS Corporation, Fresno, St. Clair	$598,979.00	General Services, Department of	Active	Not Received	Add	Amer
3133474	elevator maintenance	May 11, 2009 2:22:22 PM PDT	Thyssen Krupp Elevator Corp	$27,089.93	General Services, Department of	Active	Not Received	Add	Amer
3135493	hand soap	May 11, 2009 1:59:13 PM PDT	PATCO PRODUCTS	$8,694.56	General Services, Department of	Active	Not Received	Add	Amer
3135483	GROUNDS SUPPLIES	May 11, 2009 10:18:16 AM PDT	SAC VAL JANITORIAL SALES & SERVICE INC	$5,986.69	General Services, Department of	Active	Not Received	Add	Amer
3134211	Press Blankets	May 11, 2009 9:44:34 AM PDT	DYC Supply Co	$6,220.50	General Services, Department of	Active	Not Received	Add	Amer
		May 11,	ANCHOR		General				

Internet

start 3 Microsoft O... Microsoft Powe... BidSync: View ... Document12 - ... 4:39 PM

BidSync: View Order - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://www.bidsync.com/DPXOrder/ca/cdgs?ac=orderview&orderid=57450&contsrch=%26p%3D1%26tofindtype%3D5%26deptid%3D2693%26view%3Dall%

Go Links

Home | Search | Bids | Purchasing | Progress Payments | Tools | CRM | Help | Logout

Contracts | Requisitions | Purchase Orders

darlacolliecarnes - State of California

Printable

SCPRS CHANGE ORDER: 3133474 ** CHANGE 1 **

Associated Requisitions

Item	P/N	Item Name	Shipping Status	Received Status	Qty	Unit Price	Total Price
		elevator maintenance	Not Shipped	Not Received	1	$27,089.93	$27,089.93

Items Sub Total	27089.93
Installation	0
Flat Fee	0
Sub Total	27089.93
Taxable Items Sales Tax	0
Misc Fuel Tax	0
Shipping/Handling	0
Grand Total	27089.93
Total Price	$27,089.93

Order Information

eP 1002651

Supplier: Thyssen Krupp Elevator Corp

Created On: May 11, 2009

Created By: Pat Moore

Acquisition Classification: NON-IT Goods

Acquisition Method: Fair and Reasonable

Purchase Authority Number: 9G0110DGSHQ1

Purchase Date: Mar 26, 2009

Department: General Services, Department of

Shipping Status: Not Shipped (details)

Receiving Status: Not Received (details)

Special Instructions:

Attachments

Order Status: Active

Account Codes

BillCode	SubUnit	CostCenter	ObjectCode	RevenueCode	
30536	-	33344	-	-	$27,089.93

CHANGES MADE ON MAY 11, 2009 2:22:22 PM PDT

Shipping Date	Prev: **Apr 14, 2009 9:46:20 AM MDT**	New: **May 11, 2009 3:21:36 PM MDT**

Modified Item: elevator maintenance

Unit Price	Prev: **21946.05**	New: **27089.93**

Added Account Codes

30536,,33344,,

Change Order | Order Fulfilled | Cancel Order | Order Tracking | Orders

Internet

start | 3 Microsoft O... | Microsoft Powe... | BidSync: View ... | Document12 - ... | 4:43 PM

BidSync: Order Edit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://www.bidsync.com/DPXOrder?ac=chordercheckout&orderid=57450

Home | Search | Bids | Purchasing | Progress Payments | Tools | CRM | Help | Logout

Contracts | Requisitions | Purchase Orders

darlacolliecarnes - State of California

CHANGE ORDER

Purchase Document #	3133474
Blanket PO	☐
Acquisition Type	NON-IT Goods
Acquisition Method	Fair and Reasonable
Buyer Contact	Search
Special Instructions	
Attachments	[Upload Attachment] *Note: Attachments are intended for suppliers to see
Supplier	Thyssen Krupp Elevato Select Supplier

Fiscal Year Data

Start Date *	
End Date *	
Fiscal Year Totals *	2007-2008 2008-2009 2009-2010 2010-2011 refresh fiscal years

ITEMS

Remove	Item Code	Item Name	Supplier	Qty	Unit Price	Total Price	Edit

Done

Internet

start | 3 Microsoft O... | Microsoft Powe... | BidSync: Order ... | Document12 - ... | 4:44 PM

2008-2009
2009-2010
2010-2011
refresh fiscal years

ITEMS

Remove	Item Code	Item Name	Supplier	Qty	Unit Price	Total Price	Edit
		elevator maintenance	Thyssen Krupp Elevator Corp	1.0	$27,089.93	$27,089.93	Edit

Items Sub Total	27089.93
Installation	0
Flat Fee	0
Sub Total	27089.93
Taxable Items Sales Tax	0
Misc Fuel Tax	0
Shipping/Handling	0
Grand Total	27089.93
Total Amount	$27089.93

Add Item | Update Order | Reset

Account Codes

BillCode	SubUnit	CostCenter	ObjectCode	RevenueCode	
30536		33344			$ 27089.93

$ Remaining = $0.00

CONFIRM ORDER

Username	darlacolliecarnes
Password	

Submit | Cancel | Orders

Done | Internet

start | 3 Microsoft O... | Microsoft Powe... | BidSync: Order ... | Document12 - ... | 4:44 PM

ITEM INFORMATION

Item Title	Amendment-01 * Please do not use more than 80 characters.
Product Code	 (Note: this field will never be shown to suppliers.)
Unit	each *
Quantity	*
Amount	$ OR $ *
Description *	This amendment is a no cost time extension for 6 months ending on December 31, 2009. You can use HTML tags in here to create a specific lay-out for item description.
Classifications	Select Classifications Remove All Classifications

Next Item Done

Page Safety Tools

	Total Price	Edit
Items Sub Total	$0.00	
Installation		
Flat Fee		
Sub Total		
Taxable Items Sales Tax		
Misc Fuel Tax		
Shipping/Handling		
Grand Total		
Total Amount	$0.00	

- RevenueCode

Add Item Update Order Reset

CONFIRM ORDER

Username	angelasalas
Password	

Submit Cancel Orders

Home Bid Search Bids Orders Tools Privacy Cert. Logout

Internet 100%

start KINGSTON (E:) Microsoft PowerPoint ... BidSync: Order Edit - ... Line Item - Windows I... 9:36 AM

BidSync: View Change Order Requests - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://www.bidsync.com/DPXOrder?ac=changeorderrequests&atmnav=orders.vieworders.chorderlist Go Links

Home | Search | Bids | Purchasing | Progress Payments | Tools | CRM | Help | Logout

Contracts | Requisitions | Purchase Orders

darlacolliecarnes - State of California

Change Order Requests

Process Reqs | View POs | **Change Order Requests**

SEARCH CHANGE ORDER REQUESTS

Purchase Document #

Status: All

Created between: From To
(Please format date as Apr 23, 2004 or 04/23/2004)

Department: General Services, Department of

All Orders | Orders awaiting my approval

Find

PURCHASE DOCUMENT #	DATE	SUPPLIER	STATUS	ASSIGNED TO
3133474	May 11, 2009 2:19:18 PM PDT	Thyssen Krupp Elevator Corp	Complete	
07-65713	May 8, 2009 9:29:52 AM PDT	TRINITY TECHNOLOGY GROUP INC	Complete	
3111233	May 7, 2009 3:16:24 PM PDT	S.J. Amoroso Construction Co., Inc.,	Complete	
113-1880-2	May 7, 2009 3:10:20 PM PDT	SGS Testcom Inc.	Complete	
3126292	May 7, 2009 12:07:02 PM PDT	THUNDERLINE	Complete	
3134098	May 7, 2009 10:48:47 AM PDT	Midtown Stationers	Complete	
3133010	May 7, 2009 9:52:02 AM PDT	XPEDX	Complete	
3134888	May 5, 2009 10:52:05 AM PDT	SHARP ELECTRONICS CORPORATION	Complete	
3134888	May 5, 2009 10:47:47 AM PDT	SHARP ELECTRONICS CORPORATION	Complete	
3105675	May 5, 2009 9:16:47 AM PDT	Turner Vanir, A Joint Venture	Complete	
PO-100001	May 4, 2009 2:55:01 PM PDT	Calif State Office of Systems Integration	Complete	
62344	May 4, 2009 1:05:38 PM PDT	AAA COMPUTERS & TECHNOLOGIES INC	Complete	
3120749	May 4, 2009 11:03:29 AM PDT	KPMG LLP	Complete	
3111233	May 1, 2009 4:31:27 PM PDT	S.J. Amoroso Construction Co., Inc.,	Complete	

Internet

start | 3 Microsoft O... | Microsoft Powe... | BidSync: View C... | Document12 - ... | 4:45 PM

Was the original acquisition entered in the former SCPRS system? If yes, you must follow two part process:

Part One:

Step 1. Pull original file including amendments that were previously entered in the former SCPRS system

Step 2. Go to the procurement system, select "Create a New SCPRS Entry"

Was the original acquisition entered in the former SCPRS system? If yes, you must follow two part process: (continue)

Part One:

Step 3. Transfer all information from the original acquisition and any amendment previously entered in the former SCPRS systems including all amendments by completing the following:

- In the New SCPRS Entry Order pane click on the “Add Item” button.
- In the *Title field* type - “Original plus existing amendment (s)”
- In the *Amount field* - type $.00 (the new system now accept zero amounts) **DO NOT** enter the original total amount
- In the *Description field* - type a brief detailed description, including previously issued SCPRS registration number
- In the *Classification field* - select the UNSPSC code that best describes the overall PO/contract's product or service
- *To Confirm Order* - enter user password and click submit
- Remember SCPRS will generate a new registration number for each new entry

Was the original acquisition entered in the former SCPRS system? (continue)

Part Two:

Now you must enter your current amendments. To complete this process refer to slides 36-44 “How to Search/Edit a SCPRS entry.”

Recording the SCPRS registration number

- Registration numbers must be entered on all acquisition documents *prior* to issuing the final transaction to the supplier.
- A copy of the SCPRS registration must be kept in the acquisition file.

Question & Answer Time

- Remember to raise your “Hand” if you have a question. This is used to alert us.
- The Hand shaped icon should be located in the upper right-hand corner of your screen.
- If you have voice capabilities – You must TURN IT ON
- If you do not have voice capabilities – Then write your question on the screen.

NOTE: Please keep your questions within the scope of our objectives for this presentation.

eProcurement Resources

- Locate your Department's System Administrator http://www.documents.dgs.ca.gov/eprocure/DeptSysAdmins.pdf
- Frequently Asked Questions - FAQs
  - http://www.eprocure.dgs.ca.gov/FAQs/default.htm
- DGS eProcurement Email Questions - eprocure@dgs.ca.gov
- DGS eProcurement Hotline (M-F 8am – 5pm) - (916) 375-2000
- For General Information – DGS Procurement Division - www.dgs.ca.gov/pd
- Email assistance with Certification - CA Office of Small Business Certification
  - OSDCHelp@dgs.ca.gov
- For Webinar information
  - Email CalPCA – CalPCAhelp@dgs.ca.gov
  - CalPCA Website – www.pd.dgs.ca.gov/Cal-PCA
- UNSPSC – United Nations Standard Product & Services Code - www.unspsc.org

This concludes the eProcurement SCPRS Training

Thank you for participating!