

eProcurement registration instructions

—how to get started
for FREE!

Register to do business with the State*

Gather these documents, then follow the application process:

- Applicant/Affiliate Federal Tax Returns for three most recent tax years
- Federal Employer Identification Number (FEIN)
- Secretary of State Number
- Home address of Officers, Member/Manager and Partners
- Dun & Bradstreet Number (if applicable)
- Contractors State License Board Number (if applicable)
- Keywords (Since you are limited to 255 characters, do NOT use periods or commas and do NOT repeat words.)

Step 1: Log on to **www.eprocure.dgs.ca.gov**—In the *Access eProcurement (eP)* box click on *Register* to create a new eP supplier profile.

Step 2: Your Information—Enter your *Main Contact and Company Information*, including *Time Zone*. Create your *User Name* and *Password*. Write these down and keep them in a secure location. Click *Next Step*. (Do **not** enter DUNS, FEIN, SSN.)

Step 3: Keywords—Select your *Primary Industry* and select at least three keywords. *Where do you do business?*, select *California Only*. UNCHECK *Include BidSync Links PLUS Bids (Recommended)*—This is BidSync's fee-based service. Click *Next Step*.

Step 4: Classification Codes—Check the appropriate codes that apply to your business. Click *Next Step*.

Step 5: Supplier Registration Complete—Thank you for registering with BidSync!

** Note: The DGS eProcurement website is hosted by BidSync which also maintains a fee paying site called BidSync Links PLUS. You do not have to sign on to BidSync Links PLUS to view contracting opportunities with the State of California.*

(See other side for further information.)

www.eprocure.dgs.ca.gov

DGS www.dgs.ca.gov/pd

California Department of General Services • Procurement Division
707 Third Street, 2nd Floor • West Sacramento, CA 95605

Complete the California Profile and get Certified with the State of California:

Step 1: Log onto *My account* on the same page as the thank you page. Login. Enter your user name and password.

Step 2: Accept the *BidSync User Agreement*.

Step 3: Click *My account*.

Step 4: Click *Company profile*, click *Notifications*, under *Agency types*: deselect everything except *State*.

Step 5: Under *Emails*: Uncheck *Send me a daily list of BidSync Links Plus bids* and *Send me exclusive special offers and promotions*.

Step 6: Click *My account*.

Step 7: Click *Register your business with The State of California*.

Step 8: Under *Profile Information*, click *Identification Number*. Enter either your social security number or your Federal Employer Identification Number (FEIN). Do NOT use hyphens.

Step 9: Under *Profile Information*, click *UNSPSC Classifications*. Enter a keyword or UNSPSC classification code in the first box and click *Search*. Search results appear in the section below. Check as many UNSPSC classifications that apply and save at bottom.

Step 10: Under *Profile Information*, click *Edit for The State of California Use Policy* and enter your password and *Accept*.

Step 11: Under *Registration Status*, click *Submit Registration*. (You should get *Registered* in your status block. If you get a Vendor support message, DO NOT call Bidsync. Call the SB/DVBE Certification Office at 916-375-4940; there is another account with your business name in the system.

Step 12: Under *Certifications*, click *Register your business*. This takes you to the on-line application for California Small Business and DVBE certification. (If you have questions concerning the on-line application, contact the SB/DVBE Certification Office at 916-375-4940)