



**Department of General Services
Procurement Division**
707 Third Street, Second Floor, West Sacramento, CA 95605
(916) 375-4400 (800) 559-5529

Broadcast Date: November 21, 2011

**TO: Purchasing Authority Contacts (PACs)
Procurement and Contracting Officers (PCOs)
Small Business and DVBE Advocates**

RE: Revisions to eProcurement (SCPRS, CSCR's & Requisitions)

This broadcast announces the following revisions made to the “Bid Creation”, “New Purchase Requisition”, “SCPRS Search”, and the “New SCPRS Entry” User Interface in the eProcurement system, effective as of Tuesday, November 22, 2011.

Bid Creation Interface:

1. The “Bill Code” field is now located at the top of the page and is MANDATORY. The “Account Code” fields located at the bottom of the screen are now optional.

The screenshot shows the 'Bid Creation' interface with the following sections and fields:

- BID CHARACTERISTICS:** Bid Type (RFO), Construction (No), Department (Statewide Accounts Panel), Agency Bill Code (circled in red), Bid Participation (Add end date and pre-bid conference date to Agency Calendar).
- BID DURATION:** Please select the end date and time for the bid. Date: Dec 17, 2011, Time: 3:00 pm, Pacific Standard Time.
- REPORT FLAGS:**
- BID QUESTION & ANSWER DURATION (OPTIONAL):** Please select the end date and time for questions and answers. Date: , Time: 7:00 am, Pacific Standard Time.
- PRE-BID CONFERENCE:** Pre-Bid Conference(s) - Add
- CONTRACT DURATION:** Contract Duration (90 days), Contract Renewal (Not Applicable), Prices Good For (30 days), Budgeted Amount (\$123.00), Expected Expenditure (Note: This amount will never be shown to suppliers).
- ACQUISITION CLASSIFICATION AND ACQUISITION METHOD:** Acquisition Classification (IT Goods), Acquisition Method (CHAS).
- ACCOUNT CODE:** BillCode, SubUnit, CostCenter, ObjectCode, RevenueCode.
- CONSTRUCTION LICENSE TYPE:**

Americans with Disabilities Act (ADA): It is the policy of the State to make every effort to ensure that its programs, activities and services are available to all persons, including persons with disabilities. Persons with disabilities requiring reasonable modification to participate in the meeting/training should **provide their request to NAME at Example@dgs.ca.gov or 916-123-4567** . You may also contact the Procurement Division main office at (916) 375-4400 or the **Procurement Division TTY** (West Sacramento) at (916) 376-1891, **California Relay Service** at 1-800-735-2922 or 1-888-877-5379; TTY at 1-900735-2929 or 1-888-877-5378, Speech to speech at 1-800-854-7784. It is recommended that DGS receives the request **at least five working days prior to the event.**

New Purchase Requisition Interface:

1. The “Bill Code” field is now located at the top of the page and is MANDATORY. The “Account Code” Fields located at the bottom of the page are now optional.

The screenshot shows the 'New Purchase Requisition' interface. At the top, there is a navigation menu with links for Home, Search, Bids, Purchasing, Progress Payments, Tools, and CRM. The user is logged in as 'reneealexander - State of California'. The main section is titled 'New Purchase Requisition' and contains a form with the following fields:

- Agency Billing Code:** A text input field, highlighted with a red box.
- Requisition Number:** A text input field.
- Acquisition Classification:** A dropdown menu with 'Please Select'.
- Acquisition Method:** A dropdown menu with 'Please Select'.
- Department:** A dropdown menu with 'General Services, Department of (change department)'.
- Routing Code:** A dropdown menu with 'Please select'.
- Blanket PO:** A checkbox.
- Buyer Contact:** A text input field with 'Renee Alexander' and a 'Search' button.
- Ship To:** A dropdown menu with '001 DMV Office of Technology'.
- Requested Delivery Date:** A date picker set to 'Dec 5, 2011'.
- Bill To:** A dropdown menu with '001 DMV Office of Technology'.
- Special Instructions:** A text area.
- Attachments:** A link to 'Upload Attachments'.
- PO Standard Text:** A link to 'Add PO Standard Text'.

Below the form is the 'ITEMS' section, which includes a table with columns for 'Remove', 'Item Code', 'Item Name', 'Supplier', 'Qty', 'Unit Price', 'Total Price', and 'Edit'. The table is currently empty. There are also buttons for 'Add Item', 'New Item', and 'Import Bid Award'. At the bottom, there is an 'Account Codes' section with fields for 'BillCode', 'SubUnit', 'CostCenter', 'ObjectCode', and 'RevenueCode'.

SCPRS Search Interface:

1. The user will now have the option to search on a specific “Bill Code”, by using an open text field.

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 renealexander - State of California

View Orders [Process Req](#) | [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
LPA Contract Number:
Bill Code: All or Clear
Contact: Search
Acquisition Type: All
Acquisition Method: All
 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	AMEND
buwp0101		Nov 18, 2011 2:57:03 PM PST	3-C CONSTRUCTION	\$1,501,000.00	General Services, Department of	Active	Not Received	Add	Amend
buwp040		Nov 9, 2011 11:15:24 AM PST	BOBCAT COMPANY	\$4,290,000.00	General Services, Department of	Active	Not Received	Add	Amend
PS-2083	43.00 MHZ ANTENNA	Nov 7, 2011 2:55:49 PM PST	Blue Eagle Enterprises	\$12,007.30	General Services, Department of	Active	Not Received	Add	Amend
buwp01		Oct 11, 2011 1:47:18 PM PDT	ACQUAVANT INC	\$1,500.99	General Services, Department of	Active	Not Received	Add	Amend

New SCPRS Entry Interface:

1. The "Bill Code" field is MANDATORY and is located at the top of the page. The "Account Code" Field's located at the bottom of the page are now optional.

NEW SCPRS ENTRY ORDER	
Agency Billing Code	<input type="text"/>
Purchase Document #	<input type="text"/> (Note: If left blank, the system will generate a unique identifier that CANNOT be changed and may not match your records.)
Cal Card	<input type="checkbox"/>
Blanket PO	<input type="checkbox"/>
Acquisition Type	Please Select
Acquisition Method	Please Select
Department	General Services, Department of
Date of Purchase	<input type="text"/>
I-Bond (If yes, please select)	Please Select
Buyer Contact	<input type="text"/> Search
Special Instructions	<input type="text"/>
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
LPA Contracts	
Add LPA Contract	
Fiscal Year Data	
Start Date *	<input type="text"/>
End Date *	<input type="text"/>
Fiscal Year Totals *	2010-2011 <input type="text"/>
	2011-2012 <input type="text"/>

If you have any questions regarding this notification, please contact:

eProcurement
(916) 375-2000
eprocure@dgs.ca.gov