



BIDSYNC

Certification Status Search Tool (SB/DVBE) Quick Reference Guide

1 **Navigate to www.eprocure.dgs.ca.gov**

Select the link titled SB/DVBE search.

2 **Search for a Specific Firm**

In the "Search for Specific Firm" tool, you can find a specific business by entering one of the following and then clicking the search button.

- [Business Name](#)
- [Supplier ID](#)

3 **Search for List of Certified Firms**

To search for a list of certified suppliers, enter criteria in the search tool titled "Search for List of Certified Firms". You can tailor your search results by selecting and/or entering one or more of the following:

- [Certification Type](#)
- [Business Type](#)
- [Keywords](#)
- [Zip Code\(s\)](#)
- [City](#)
- [Service Area](#)
- [UNSPSC Classification Code\(s\)](#)
- [NAICS Classification Code \(s\)](#)
- [Construction/Contractors License Code\(s\)](#)

4 **View Supplier Certification Information Detail**

From the search results list select a supplier of interest and click on the name of the supplier to view the details of their business certification.

Note: If search results exceed 200, the complete list must be downloaded. To do this, click the "generate export list" in the top right hand corner.

NOTE: As the State of California goes live with the BidSync e-procurement system, SB/DVBE searches will no longer be accessible from the current DGS website. Searches will be available through the public website at www.eprocure.dgs.ca.gov or by logging on to www.bidsync.com.