



BIDSYNC

State Contracting and Procurement Registration System (SCPRS) Quick Reference Guide

1 Navigate to www.bidsync.com

You must login to create or edit a SCPRS entry. Select the "Purchasing" tab, the "Purchase Orders" tab, and then click "New SCPRS Order". (You can also select the "Create New SCPRS Entry" link from the Quick Nav box on the Home tab and you will be taken to the same location).

2 Enter the following information

Note: Typically found on the STD. 213 or 65.

- **Purchase Document #**
This is equivalent to Contract/PO #
- **Cal Card or Blanket PO**
If it is a Cal Card purchase, or a Blanket PO indicate by checking the applicable check box.
- **Acquisition Type**
Select from IT Goods and Services, or Non-IT Goods and Services.
- **Acquisition Method**
Select from the available drop down menu.
- **Select your department**
Select from the available drop down menu.
- **Purchase Authority Number**
- **Leveraged Contract Number**
- **Date of Purchase**
- **I-Bond**
If the contract is an I-Bond, select the type from the drop-down menu.
- **Start Date and End date**
- **Fiscal Year Amounts**
Enter the relevant amount (s) per fiscal year. By clicking on "Refresh Fiscal Years", it will provide fiscal year fields to accommodate the entire contract period based on Start and End date fields. Example: contract starts on 3/1/07 and ends on 3/31/12, fiscal years 2006 through 2011 will appear.
- **Buyer Contact**
To add, click the "Search" link to the right and select from the listed users.

- **Special Instructions**
- **Upload Attachments**
To upload documents, select the "Upload Attachment" link and follow the prompts.
- **Funding**
Indicate whether the contract will be financed or leased by checking the appropriate check box.
- **Supplier Name**
Click the search link to the right and select from the listed suppliers.

3 Enter each line item (Items Screen)

- **Select the link titled "Add Item"**

In the Item Information window enter:

- **Purchase/Contract Title**
- **Product Code, if applicable**
UNSPSC codes are to be entered in the Classifications section.
- **Unit of measure, Quantity and Amount**
Once the quantity and unit price are entered, a total price will automatically be calculated.
- **Line Item description**
- **UNSPSC Classification Code**
If you do not know the UNSPSC Code, use the "Select Classification" link at the bottom of the window in the classification section.

To search for the appropriate code, enter key words into the search field and click "Search". Once you have found the correct code, select it and click the "Add Classification button".
- **Misc. fees and taxes**
An amount must be entered, including "0" (zero).
- **Account Codes**
Bill Code is required. Remaining fields in that string are optional. This allows you to separate amounts into different "accounts".

4 Enter your password and click "Submit"