

State Contract and Procurement Registration System (SCPRS) FAQs

Q. If I can't complete a SCPRS entry can I save it for later?

A. Yes. You can "save" your order by pressing the "Save for later" button located on the lower right-hand side of the screen. You will be given an option to provide a description for the SCPRS Order so you can identify it later. This feature is user specific no one will be able to access your pending tab.

Q. How do I register a contract on SCPRS?

A. Log into the eProcurement/BidSync site, click on the Create New SCPRS Entry link in the "Quick Nav" bar on left-hand side of screen. That link will take you directly to the New SCPRS Entry Order screen.

Q. What does the red error 500 mean when entering a SCPRS transaction?

A. The 500 error (located in red and listed above the bill code section) indicates that your bill code and department do not match. Please contact your manager to ensure you have the appropriate bill code. If it still is not working, please contact eprocare@dgs.ca.gov.

Q. Product information on SCPRS – What is the difference between UNSPSC and Product Code?

A. UNSPSC codes are required for the classification of products and services in eP. Product codes are optional and can include SKU, CLIN, OEM numbers, or other product numbering system designated by your department.

Q. How do I get an old SCPRS report?

A. For data prior to 3/16/09, go to <http://www.pd.dgs.ca.gov/scpreg/data.asp> and/or email a request to eprocare@dgs.ca.gov.

Q. How do I edit a transaction in the old SCPRS system?

A. Send an email request specifying the edit to eprocare@dgs.ca.gov.

Q. Do we have to re-enter all of the SCPRS transactions from the old system into the new eP system?

A. No. The only time a transaction in the old system needs to be put into the new system is if there is an amendment to a transaction completed in the old system.

Q. How do I do a change order/amendment in SCPRS?

A1. When the original contract was entered in the old SCPRS:

1. Enter the Original Contract Information

a. Select "Create a New SCPRS Entry"

b. Enter the original contract information (that was previously entered in the old SCPRS)

c. Add item

1) Title field – Enter "Original [PO or contract] and [enter the total number of prior amendments] prior amendments." Example: "Original PO and 9 amendments."

2) Amount field – enter \$.01 (since the system currently does not accept \$0 amounts)

3) Description field – enter contract description

4) Classification – select the UNSPSC code that best describes the overall PO/contract's product or service

d. Enter user password, click Submit

2. Enter the Amendment (by returning to the SCPRS entry just created)

a. Click on Purchasing tab, Purchase Orders, View Orders screen

b. Locate your PO/contract

c. Click "Change Order" at bottom of screen

d. Items – click on "Add Item" and repeat step c above, adding "Amendment [new amendment number]" Example: "Amendment 10" in the Title field and the total amount of the amendment in the Amount field.

A2. When the original SCPRS entry is created in the new eP SCPRS

1. Follow steps 1 and 2 in Answer A1 above, except in step 1c1) only enter the PO or contract title in the Title field.

Q. Do I have to enter tax, shipping/handling, etc. when entering a transaction?

A. Yes.