



Register to do business with the State

BIDDER REGISTRATION

Go to www.caleprocure.ca.gov using the latest version of your web browser. In the upper right hand corner, click *Login/ Register*; on the next page, click *Register as a Sourcing Bidder*.

Step 1 Set up Company Profile. All items with an asterisk must be completed. Choose either *Federal Employer Information Number (FEIN)* or *Social Security Number (SSN)* as your *Tax Identification Number (TIN)*. (Do not use dashes when entering FEIN or SSN.) Add *Company Name*, insert website under *http//URL* (if applicable).

Step 2 Enter Primary Address. *Country, Address, City, State, Postal* (can select additional addresses).

Step 3 Establish User Accounts. Add Primary Contact by clicking the *Add Contact* button. (Can add additional users.)

Step 4 Manage Bidder Notifications. Would you like to Receive CSCR Bid Opportunity Interest Notifications? If Yes, Designate Bidder Notification Contacts (can receive multiple email addresses), go to *Search by Keyword* and add *UNSPSC Code(s)*, select *Service Areas*.

Step 5 Terms and Conditions. Click the required box to agree to the terms and conditions for state procurements. Click *Submit*.

Bidder Registration is complete. You will receive an email with your temporary password.

After receiving email confirmation of your user ID and password, activate your account.

Click the URL Link [CaleProcure](http://www.caleprocure.ca.gov). Login under your user ID and temporary password on your email.

Log in with your User ID and Password. You must input a new password* for security after the initial login.

For questions about bidder registration, call 1-855-421-6355 or email vendors@fiscal.ca.gov.

* The password must have a minimum of 8 characters, contain at least one upper and one lower case letter, one special character and one number.

(See SB/DVBE Certification on the other side)

Small Business (SB), Disabled Veteran Business Enterprise (DVBE) Certification

To get certified as an SB/DVBE, or both, **go to www.caleprocure.ca.gov**. You must be logged in to proceed.



Click on the middle icon (a check mark, *Small Business/Disabled Veteran Business Enterprise*), then click the *Get Certified* button on the left side of the page.

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Before following the SB/DVBE application process gather the following documents/information in electronic format:

- Applicant/Affiliate Federal Tax Returns for three most recent tax years
- Federal Employer Identification Number (FEIN)
- Secretary of State Number
- Home address of Officers, Members/Managers and Partners
- Dun & Bradstreet Number (if applicable)
- Contractors State License Board Number (if applicable)
- A list of keywords describing your business activities to ensure your businesses is easily and appropriately identified in any search for certified firms. (Since you are limited to 255 characters, do NOT use periods or commas and do NOT repeat words.)

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For certification questions, call OSDS at (916) 375-4940.

www.caleprocure.ca.gov

