



Register as a Supplier/Vendor in Cal eProcure

A supplier/vendor is defined as an entity that has already done business with the State. You should have received documentation with the following items:

1. Registration Code
2. Vendor ID
3. Tax Identification Number (FEIN or SSN)

If you did not receive this information or if you have technical issues, call FISCAL at **1 (855) 421-6355**, or email **vendors@fiscal.ca.gov**. Tell them that you are a supplier/vendor and need items 1 and 2 to register.

Go to <https://caleprocure.ca.gov>. In the upper right corner, click *Login/Register*; on the next page, click *Register as a Supplier*

Supplier Registration: *Items are required fields

Code (from correspondence)

User ID (create a name that you will remember)

Email ID

Description (used to identify different accounts)

Password (must have at least 8 characters, 1 upper case letter, 1 lower case letter, 1 number, and 1 special key like #, \$, or &)

Confirm Password

Language: English

Currency: USD (United States Dollar)

Make sure *Receive bid interest notifications* and *Receive certification notifications* are highlighted **YES**

Under Vendor List:

Vendor ID (from correspondence)

ID Number (Tax Identification Number: FEIN or SSN)

Service Area (Either check the box for the entire state or download and choose specific counties.)

Create

Successfully Registered, Click **HOME**

Click *Sell to the State* icon on the left side of the page

Click *My Notifications* under *My Bids*

Click **Notifications**. Highlight **SELL**, search by either *United Nations Standard Products and Services Codes (UNSPSC)* or *Title (keyword)* and add the appropriate codes. (Your codes here should match the ones in your California profile.)

You are now ready to receive emails for events (solicitations) from Cal eProcure.

 <https://www.caleprocure.ca.gov>

 California Department of General Services • Procurement Division
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