

# California Department of General Services, Procurement Division

**Welcome to Training for the  
eProcurement System  
California State Contracts Register**



# What is eProcurement?

Effective March 16, 2009, eProcurement is the new portal for the California State Contracts Register (CSCR), the State Contracting and Procurement Registration System (SCPRS), the online Small Business and Disabled Veteran Business Enterprise queries and the statewide Leveraged Procurement Agreements (LPAs). These systems have a new look and feel and can **only** be accessed through the new web-based eProcurement system.

The DGS-PD has contracted with an application service provider, BidSync (formerly RFP Depot), to host its web-based procurement system. The system accommodates State, supplier, and local government users.

The eProcurement system consolidates the following DGS-PD procurement services:

- CSCR
- SCPRS
- Online SB/DVBE queries
- Online SB/DVBE certification application
- Consolidated access to all LPAs

# eProcurement CSCR

Agency Advertisement  
Entry  
For Non-Pilot  
Departments





# Objectives

- Enter agency advertisements into the Contracts Register through eProcurement
- Classify acquisitions using UNSPSC classification codes
- Apply and utilize the approval workflow system



# Is it mandatory to use eProcurement?

- All State laws and policies remain in effect
- User logons
  - User logon needed to post information to CSCR
  - User logon needed to view attachments to solicitations
  - No user logon needed to view CSCR listings



# What's old/what's new

Former CSCR	eProcurement CSCR
● Solicitation advertisements	✓
● Construction progress payments	✓
● Contractor advertisements	✓
● Subscription outreach service	✓
● Contracts awarded or intents to award	Can be accessed via the eProcurement home page:  <a href="http://www.eprocure.dgs.ca.gov">www.eprocure.dgs.ca.gov</a>
● Special announcements	



# BidSync CSCR Entry

1. Go to the eProcurement home page  
[www.eprocure.dgs.gov](http://www.eprocure.dgs.gov)
2. Login to eProcurement
  - Contact your system administrator if you do not receive a user logon after completion of eProcurement training.
3. Verify Supplier status
4. Create a solicitation
5. Ready your solicitation for approval
6. Release your solicitation to the public

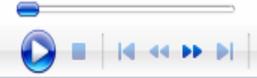
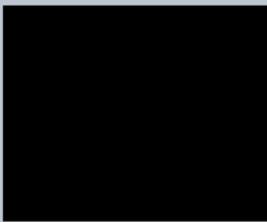
The eProcurement Home Page

**eProcurement**

**Access eProcurement**

- [Login to eProcurement \(BidSync\)](#) (To access your registered eProcurement profile)
- [Register for eProcurement Access \(BidSync\)](#) (To create a new eProcurement profile)

- FEATURED LINKS**
- [DGS Home Page](#)
  - [Procurement Home Page](#)



Click the Play button to view the eProcurement training video

**Bidding Opportunities**

**California State Contracts Register (CSCR)**

- [View CSCR Ads](#)
- [View Progress Payments](#)
- [Special Announcements/Award Notices](#)
- [Alternative Access](#)

**SB/DVBE**

**Small Business and Disabled Veterans Business Enterprise Services**

- [SB/DVBE Search](#)
- [SB/DVBE Online Certification Application](#)
- [SB/DVBE Homepage](#)

**Registering Purchasing Information**

**State Contracting and Procurement Registration System (SCPRS)**

- [View or Download SCPRS Data](#)
- [State User Reports State Users Only](#) (Reporting on transactions prior

**View Statewide Contracts**

- [Search Contracts or Leveraged Procurement Agreements \(LPAs\)](#)



Login here

	Usernames and Passwords are case sensitive. Please make sure you are using the correct case when entering your Username and Password.	
	<b>Username</b>	<input type="text"/>
	<b>Password</b>	<input type="password"/>

Remember Username

(You are now using secure login)

Did you forget your password?  
[Get help with your password here.](#)



Address <https://training.bidsync.com/DPX/ca/ca>

Go Links >>



Your Personal Home Page

Home Search Bids Purchasing BIS Progress Payments Tools CRM Help Logout

Welcome, diana.ramos - State of California

**QUICK NAV**

[Contracts Search/Purchase](#)

**CSCR**

- [Create a Solicitation](#)
- [Search/Edit Solicitation](#)
- [View CSCR ads](#)
- [Award Notices](#)
- [Progress Payments](#)
- [Contracts Search/Purchase \(LPAs\)](#)

**SB/DVBE**

- [SB/DVBE Search](#)
- [SB/DVBE homepage](#)

**SCPRS**

- [Create New SCPRS Entry](#)
- [Search/Edit SCPRS Entry](#)
- [Create a SCPRS report](#)

### Bids/Contracts

**Bids about to end**  View only bids created by me

BID	DESCRIPTION	BIDS	TIME LEFT
You do not have any bids about to end.			

# Supplier Search

If you have a bidders list, search eProcurement first to determine if they are properly registered in the system.

1. Click on Supplier Search
2. Search Locked Suppliers
  - Preferred search method: search by Federal Employer Identification Number
3. Verify the supplier is in “lock” status

**QUICK NAV**

[Contracts Search/Purchase](#)

**CSCR**

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**SB/DVBE**

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**SCPRS**

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**Requisitions**

- [Create a Requisition](#)
- [Search for Requisition](#)

[Supplier Search](#)  
[System Administrator](#)

**Bids/Contracts**

**Bids about to end**

BID	DESCRIPTION	BIDS	TIME LEFT
09-131	<a href="#">Rancho Cucamonga DMV Investigations Janitorial</a> IFB  	0	15 hrs, 20 min
REBID-1 HD.09002	<a href="#">TB ISOLATION ROOM TESTING, CERTIFICATION AND HEPA FILTER RPLACEMENT SERVICES</a> IFB  	0	15 hrs, 20 min
C0955C11	<a href="#">Carnegie SVRA Coveralls and Shop Towels</a> IFB  	0	18 hrs, 20 min
09-139	<a href="#">El Cajon Non-Chemical Landscape Maintenance Services</a> IFB  	0	18 hrs, 50 min
09-111	<a href="#">Parking lot Sweeping and Steam Cleaning-Hanford DMV</a> IFB   	0	18 hrs, 50 min

[More ...](#)

Click here to start  
Supplier Search



**SUPPLIER ADVERTISEMENTS**

[Search Supplier Advertisements](#)

### SEARCH FOR SUPPLIERS

Search ONLY Agency Suppliers  Search Locked Suppliers  Search ALL Suppliers

#### COMPANY NAME SEARCH

Company Name

FEIN

Keywords

Location

Searching by "All Suppliers" will access all Suppliers registered with the eProcurement vendor.

#### SUPPLIER CODES SEARCH

Supplier Codes

#### QUALIFICATIONS SEARCH

Qualifications  CA-DVBE  CA-MB

UNSPSC Code

Location  All

You may receive multiple listings for the same supplier. You must view the supplier's General Information to ascertain which is the proper listing to use. Click on the supplier's name to access this information.

#### SUPPLIER NAME

<a href="#">Coalinga Motors Inc</a>
<a href="#">Coalinga Motors Inc</a>

LOCATION	CONTRACTS	ORDERS	BLOCKED
CA	<a href="#">Contracts</a>	<a href="#">Orders</a>	
CA	<a href="#">Contracts</a>	<a href="#">Orders</a>	

https://www.bidsync.com - Coalinga Motor...

VIEW: General Info

**Supplier Lock**

Lock Warnings:

- FEIN or SSN must be filled out before creating a lock

**Status:**  
This supplier is currently in unlocked status.

Schedule Task Notes

Verify that a supplier listing is correct by viewing its General Information. A supplier listing in "unlocked" status should NOT be used.

### Coalinga Motors Inc: General Information

GENERAL INFORMATION	
Organization Name	Coalinga Motors Inc
Address	625 East Elm St. Coalinga CA 93210
Main Phone	9164294700
Main Fax	
Agency Supplier	<input checked="" type="radio"/> Yes <input type="radio"/> No
Description	New Vehicles
Supplier Code	<input type="text"/>
	(optional)
Main Contact	Bill Kemery

**Search ALL Suppliers**

CA-SB

(mas for multiple codes) [Select UNSPSC Codes](#)

Suppliers located  miles from zip code

**Quick Add Vendor**

SUPPLIER NAME	QUALIFICATIONS	LOCATION	CONTRACTS	BLOCKED
<a href="#">Coalinga Motors Inc</a>		CA	<a href="#">Contracts</a>	

SEARCH FOR SUPPLIERS

Search ONLY Agency Suppliers Search Locked Suppliers Search ALL Suppliers

COMPANY NAME SEARCH

Company Name: Coalinga Motors
FEIN:
Keywords:
Location: All
Search

Searching by "Search Locked Suppliers" filters your search to only those supplier listings that are verified and ready for you to use.

SUPPLIER CODES SEARCH

Supplier Codes:
Search

QUALIFICATIONS SEARCH

Qualifications: CA-DVBE CA-MB CA-NP CA-INVSA CA-SB
UNSPSC Code: (Use commas for multiple codes) Select UNSPSC Codes
Location: All Suppliers located miles from zip code
Search

Quick Add Vendor

Table with 6 columns: SUPPLIER NAME, QUALIFICATIONS, LOCATION, CONTRACTS, ORDERS, BLOCKED. Row 1: Coalinga Motors Inc, CA, Contracts, Orders, [icon]

VIEW: General Info

Supplier Lock

Status: This supplier is in Approved status.

Schedule Task Note

Coalinga Motors Inc: General Information

GENERAL INFORMATION	
Organization Name	Coalinga Motors Inc
Address	625 East Elm Street Coalinga CA 93210
Main Phone	916-429-4700
Main Fax	
Federal Tax Number	010731154
Agency Supplier	<input checked="" type="radio"/> Yes <input type="radio"/> No
Description	Autos, Trucks and Vans
Supplier Code	<input type="text" value="1000738"/> (optional)
Main Contact	Bill Kemery
Contact Phone	916-429-4700
Contact Fax	
Contact Email	<a href="mailto:billk@lasherauto.com">billk@lasherauto.com</a>

Contracts Orders

Save Close Window

Quick Add Vendor

This listing for this supplier is Locked. This is the listing for this supplier that you can use in your eProcurement entry.



IN	CONTRACTS	ORDERS	BLOCKED
	<a href="#">Contracts</a>	<a href="#">Orders</a>	

# Searching tips

- Filter your search by Search Locked Suppliers.
- Conduct a thorough search
  - Preferred search: FEIN or SSN
  - Search by variations of the company name
- If no supplier results are returned
  - Contact your System Administrator for your department's policy on Quick Adds

*Note: The system administrator may contact the supplier directly to request that the supplier register in the new eProcurement system.*

Begin your CSCR entry by clicking on Create a Solicitation.



**QUICK NAV**

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**CSCR**

- [Create a Solicitation](#)
- [Search/Edit Solicitation](#)
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- [Award Notices](#)
- [Progress Payments](#)
- [Contracts Search/Purchase \(LPAs\)](#)

**SB/DVBE**

- [SB/DVBE Search](#)
- [SB/DVBE homepage](#)

**SCPRS**

- [Create New SCPRS Entry](#)
- [Search/Edit SCPRS Entry](#)
- [Create a SCPRS report](#)

**Requisitions**

- [Create a Requisition](#)
- [Search for Requisitions](#)

[Supplier Search](#)  
[System Administrator](#)

**SUPPLIER ADVERTISEMENTS**

[Search Supplier Advertisements](#)

		BIDS	TIME LEFT
	<a href="#">Banda Quiroz DMV Investigations Janitorial IFB</a>	0	15 hrs, 20 min
REBID-1 HD.09002	<a href="#">TB ISOLATION ROOM TESTING, CERTIFICATION AND HEPA FILTER RPLACEMENT SERVICES IFB</a>	0	15 hrs, 20 min
C0955C11	<a href="#">Carnegie SVRA Coveralls and Shop Towels IFB</a>	0	18 hrs, 20 min
09-139	<a href="#">El Cajon Non-Chemical Landscape Maintenance Services IFB</a>	0	18 hrs, 50 min
09-111	<a href="#">Parking lot Sweeping and Steam Cleaning-Hanford DMV IFB</a>	0	18 hrs, 50 min

[More ...](#)



The first page of 2 pages that must be completed. Each field on this page is a mandatory entry. Once you select Next Page, you cannot return to this page to edit.

### Bid Creation

BID CHARACTERISTICS	
Acquisition Classification	Please Select <input type="button" value="v"/>
Acquisition Method	Please Select <input type="button" value="v"/>
Bid Type	Please select an Acquisition Method
Department	General Services, Department of
Budgeted Amount	<input type="text"/> (Note: This amount will never be shown to suppliers.)
Bid Response Model <input data-bbox="295 925 314 939" type="button" value="?"/>	<input type="radio"/> Electronic Response <input checked="" type="radio"/> Paper Response

For future reporting use, it is recommended you use your actual Budgeted Amount.



Next Page >> Cancel

The top of the 2<sup>nd</sup> page.



### Bid Creation

**BID CHARACTERISTICS**

<b>Bid Type</b>	IFB <a href="#">?</a> <a href="#">☰</a>
<b>Department</b>	General Services
<b>Bid Participation</b>	<input type="checkbox"/> Add end date and pre-bid conference date to Agency Calendar

This selection is optional.



**BID DURATION [?](#)**

Please select the end date and time for the bid:

**Date** Jun 5, 2009 [☰](#) **Time** 3:00 pm [▼](#) **Pacific Daylight Time**  
(Please enter date as Feb 23, 2003 or 02/23/2003)

**BID QUESTION & ANSWER DURATION (OPTIONAL) [?](#)**

Please select the end date and time for questions and answers:

**Date**  [☰](#) **Time** 7:00 am [▼](#) **Pacific Daylight Time**  
(Please enter date as Feb 23, 2003 or 02/23/2003)

**PRE-BID CONFERENCE [?](#)**

**Pre-Bid Conference(s)** [+ Add](#)

**Budgeted Amount** \$1.00 (Note: This amount will never be shown to suppliers.)

https://training.bidsync.com - BidSync: Create Conference - Mi...

### CREATE PRE-BID CONFERENCE

At the following location:  
address  
door to come to  
etc.

Date   Time 7:00 am  PDT  
(Please enter date as Feb 23, 2003 or 02/23/2003)

Optional Attendance  
 Mandatory Attendance  
 N/A

Internet

Entering information for your pre-bid events (conferences, demonstrations, walk-throughs).

**Bid Participation**  Add end date and pre-bid conference date to Agency Calendar

### BID DURATION ?

Please select the end date and time for the bid:

Date Jun 5, 2009  Time 3:00 pm  Pacific Daylight Time  
(Please enter date as Feb 23, 2003 or 02/23/2003)

### BID QUESTION & ANSWER DURATION (OPTIONAL) ?

Please select the end date and time for questions and answers:

Date   Time 7:00 am  Pacific Daylight Time  
(Please enter date as Feb 23, 2003 or 02/23/2003)

### PRE-BID CONFERENCE ?

Pre-Bid Conference(s)

Pre-bid Conference(s) Add

<b>Budgeted Amount</b>	\$10,000.00 (Note: This amount will never be shown to suppliers.)
<b>Expected Expenditure</b>	<input type="text"/> (Note: This amount will be shown to suppliers.)

Expected Expenditure is a mandatory entry. For future reporting use, it is recommended you use your actual Expected Expenditure amount.

**ACQUISITION CLASSIFICATION AND ACQUISITION METHOD**

<b>Acquisition Classification</b>	NON-IT Goods
<b>Acquisition Method</b>	Informal Competition

BillCode is a mandatory entry. The remaining Account Codes are optional.

**BILL CODE**

<b>Account Codes</b>	BillCode	- SubUnit	- CostCenter	- ObjectCode	- RevenueCode
	<input type="text"/>	- <input type="text"/>	- <input type="text"/>	- <input type="text"/>	- <input type="text"/>

**CONSTRUCTION LICENSE TYPE**

Construction License Type [Edit](#)

**BID INFORMATION ?**

**Bid Number**  (optional)  
If no bid number is entered, the system will automatically assign the bid a unique value.

**Bid Title**   
Please do not use more than 80 characters.

**Bid Comments**

You can use HTML tags in here to create a specific lay-out for item description.

This is your advertisement area. This space allows for unlimited entry.

https://training.bidsync.com - Construction Lic...

File Edit

Back

Address

PRE-  
Pre-B

Budge  
Expec

ACQU  
Acqui  
Acqui

BILL  
Accou

CONS  
Const

### CONSTRUCTION LICENSE TYPES

Select	Construction License Type
<input type="checkbox"/>	A General Engineering Contractor
<input type="checkbox"/>	B - General Building Contractor
<input type="checkbox"/>	C-10 Electrical Contractor
<input type="checkbox"/>	C-11 Elevator Contractor
<input type="checkbox"/>	C-12 Earthwork and Paving Contractor
<input type="checkbox"/>	C-13 Fencing Contractor
<input type="checkbox"/>	C-15 Flooring and Floor Covering Contractor
<input type="checkbox"/>	C-16 Fire Protection Contractor

Select All     De-select All

Done    Internet

Select Contractor Licenses (if applicable).

PDT Attendance is Optional [edit](#) [delete](#)

suppliers.)  
to suppliers.)

enter    - ObjectCode    - RevenueCode

-  -

### BID INFORMATION

**Bid Number**  (optional)  
If no bid number is entered, the system will automatically assign the bid a unique value.

**Bid Title**   
Please do not use more than 80 characters.

**Bid Comments**

**BID INFORMATION** **Bid Number** (optional)

If no bid number is entered, the system will automatically assign the bid a unique value.

**Bid Title**

Please do not use more than 80 characters.

**Bid Comments**

You can use HTML

Click Upload Document to upload your solicitation documents (forms, additional provisions, exhibits, etc.).

**Documents** [Reorder](#)**CLASSIFICATION** 

Type in what classification or UNSPSC number you would like to search for. Select the sub-classifications you would like to use from the results box and click "Add" to move it to the bottom box. You can list your bid in as many classifications as you would like (hold the Control key to select more than one classification at a time). If you need to remove a classification from your "Added" menu, click on the classification name and then click on "Remove." Use commas for multiple codes.  
(UNSPSC Code 11.0501)

(Search by Keyword or UNSPSC Code) [View All](#)**Search Results**

https://training.bidsync.com - BidSync: Upload Docume...

File Edit

Back

Address

BID I

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### UPLOAD ATTACHMENTS

Convert to Web Form

**Web Forms**

**Attachments**

DarfufAct.doc [delete](#)

**Note:** Please do not close this window until the upload is complete.

**Note:** PDF Files that contain security or encryption create viewing errors for the bidding agency. Please remove the security/encryption before uploading the file.

Internet

Uploading attachments is similar to adding attachments to an email. Select Browse, then click on the document you wish to load. Upload as many documents as required, then select Done.

Docu

Reorder

### CLASSIFICATION ?

Type in what classification or UNSPSC number you would like to search for. Select the sub-classifications you would like to use from the results box and click "Add" to move it to the bottom box. You can list your bid in as many classifications as you would like (hold the Control key to select more than one classification at a time). If you need to remove a classification from your "Added" menu, click on the classification name and then click on "Remove." Use commas for multiple codes.  
(UNSPSC Code 11.0501)

(Search by Keyword or UNSPSC Code) [View All](#)

**Search Results**

Enter UNSPSC Codes.

CLASSIFICATION ?

Enter the classification or UNSPSC number you would like to search for. Select the sub-classifications you would like to use from the results box and click "Add" to add it to the bottom box. You can list your bid in as many classifications as you would like (hold the Control key to select more than one classification at a time). If you need to remove a classification from your "Added" menu, click on the classification name and then click on "Remove." Use commas for multiple codes. (UNSPSC Code 11.0501)

Search input field

Search >>

(Search by Keyword or UNSPSC Code) View All

Search Results



Type in a word(s) to describe the service or good you seek to acquire. Then click Search.

Select All Add Classifications Hints

Your item has been added to these Classifications

Empty box for added classifications

Remove Classifications Hints

Suppliers ?

Notification Report Invited Supplier Report

This bid will be: Public Exempt Private Regional: within miles of zip code

Invite Suppliers -- Use this link to Quick Add suppliers or add any suppliers to the list that you would like BidSync suppliers support to attempt to contact by phone to



## Documents

reviewer

## CLASSIFICATION

Type in what classification or UNSPSC number you would like to search for. Select the sub-classifications you would like to use from the results box and click "Add" to move it to the bottom box. You can list your bid in as many classifications as you would like (hold the Control key to select more than one classification at a time). If you need to remove a classification from your "Added" menu, click on the classification name and then click on "Remove." Use commas for multiple codes.

(UNSPSC Code 11.1201)

(Search by Keyword or UNSPSC Code) [View All](#)

## Search Results

- [561015] Furniture
- [561016] Outdoor furniture
- [561017] Office furniture
- [561018] Baby and toddler furniture and accessories
- [561118] Freestanding furniture
- [561210] Library furnishings
- [561213] General educational facility fixtures
- [561214] Cafeteria and lunchroom furnishings
- [561219] Demonstration furnishings
- [601044] Geology and earth science

## Your item has been added to these Classifications

- [561118] Freestanding furniture
- [561215] General classroom furnishings
- [561017] Office furniture
- [561115] Workstations and office packages

Suggested codes appear. Select those that apply to your acquisition. Then click Add Classifications.

Use the Hints button for more code description, if needed.



## Suppliers ?

[Notification Report](#) [Invited Supplier Report](#)This bid will be:  Public ?  Exempt ?  Private ?  Regional: within  miles of zip code  ?

**Invite Suppliers** -- Use this link to Quick Add suppliers or add any suppliers to the list that you would like BidSync suppliers support to attempt to contact by phone to encourage them to place a bid. This list of suppliers will also receive the Email or Fax that is sent automatically when the bid is released.

**Suggested Suppliers** -- Lists the suppliers that are suggested for this bid. Suggested suppliers are based on matching classifications, regions, and agency types, will be automatically notified via Email or Fax. Add suggested suppliers to the bid by clicking the suggested suppliers link to add the suggested suppliers to the bid, the system will add them automatically. (note: If the bid is regional then only the suppliers who's zipcode falls within the specified region will be notified.)

See the next screen for a description of these publication options.

**Notify Suggested Suppliers** (note: Suggested suppliers will not be notified on private bids)

Check next to each of the suppliers that you would like to remove.

INVITED SUPPLIERS

Remove	Supplier	City	State
--------	----------	------	-------

[Remove Selected](#) [Remove All](#)

BID CONTACT

[Search](#)

**Contact**

 Show Contact Email  
 Show Contact Phone  
 Show Contact Fax

[Home](#) [Bid Search](#) [Bids](#) [Orders](#) [Tools](#) [Privacy](#) [Cert.](#) [Logout](#)

Customer Support - [agencysupport@bidsync.com](mailto:agencysupport@bidsync.com) or 1-800-990-9339

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# Suppliers & Solicitation Types

- **Public**
  - General public has access to your solicitation
  - Suppliers that match UNSPSC codes will receive notification.
  - You can also invite specific suppliers to view your solicitation
- **Exempt**
  - Only suppliers you invite receive notification
  - Appropriate for NCBs, emergency purchases.
  - The general public can access Exempt ads through the “Alternative Access” spreadsheet on the eProcurement homepage
- **Private**
  - Solicitation never made public
  - Only suppliers you invite have access to your solicitation and receive notification
- **Regional**
  - General public has access.
  - Limits notification to a region you specify.

**Suppliers** [Notification Report](#) [Invited Supplier Report](#)

This bid will be:  Public  Exempt  Private  Regional: within  miles of zip code

**Invite Suppliers** -- Use this link to Quick Add suppliers or add any suppliers to the list that you would like BidSync suppliers support to attempt to contact by phone to encourage them to place a bid. This list of suppliers will also receive the Email or Fax that is sent automatically when the bid is released.

**Suggested Suppliers** -- Lists the suppliers that have NOT been specifically invited by the Agency, but due to matching classifications, regions, and agency types, will be automatically notified via Email or Fax. Agency User's do not have to click on the suggested suppliers link to add the suggested suppliers to the bid, the system will add them automatically. (note: If the bid is private Suggested suppliers will only be notified if the suppliers who's zipcode falls within the specified region will be notified.)

Click Suggested Suppliers to view registered Suppliers that match your solicitation.

[Invite Suppliers](#) [Suggested Suppliers](#)

**Notify Suggested Suppliers** (note: Suggested suppliers will only be notified if the suppliers who's zipcode falls within the specified region will be notified.)

Check next to each of the suppliers that you would like to remove.

**INVITED SUPPLIERS**

Remove	Supplier	City	State

[Remove Selected](#) [Remove All](#)

**BID CONTACT**

[Search](#)

- Contact**
- Show Contact Email
  - Show Contact Phone
  - Show Contact Fax

[Save Bid](#) [Cancel](#)



Department of General Services  
BUILDING GREEN · BUYING GREEN · WORKING GREEN

A list of Suggested Suppliers generated by the eProcurement system.

Return to Editing

INVITED SUPPLIERS  
No suppliers selected

The following suppliers will be notified of this bid once it has been released. To add additional suppliers to the invited list, click the box next to the suppliers name and then click the add icon at the bottom of the page.

8 Suppliers to be Notified

SUGGESTED SUPPLIERS			
Add	Name	City	State
<input type="checkbox"/>	<a href="#">CDW</a>	Sacramento	CA
<input type="checkbox"/>	<a href="#">EMPIRE SAFETY &amp; SUPPLY</a>	ROSEVILLE	CA
<input type="checkbox"/>	<a href="#">Fisher Sci</a>	Sacramento	CA
<input type="checkbox"/>	<a href="#">Grainger Industrial Supply</a>	Fresno	CA
<input type="checkbox"/>	<a href="#">Green Waste</a>	Sacramento	CA
<input type="checkbox"/>	<a href="#">Jimbo</a>	Anywhere	UT
<input type="checkbox"/>	<a href="#">North Star Inc</a>	Washington D. C.	MD
<input type="checkbox"/>	<a href="#">Vendor Numero Cuatro</a>	123	AR

Add



Return to Editing

The following suppliers will be notified of this bid once it has been released. To add additional suppliers to the invited list, click the box next to the suppliers name and then click the add icon at the bottom of the page.

1722 Suppliers to be Notified

INVITED SUPPLIERS	
<a href="#">247 Workspace</a>	
<a href="#">A Caring Place, Inc.</a>	

SUGGESTED SUPPLIERS			
Add	Name	City	State
<input type="checkbox"/>	<a href="#">(MGYC) Martin's Got You Covered</a>	Portland	OR
<input type="checkbox"/>	<a href="#">1-800-Buy-Rack</a>	La Palma	CA
<input type="checkbox"/>	<a href="#">1st Source America</a>	Carrollton	TX
<input type="checkbox"/>	<a href="#">1st Tuesday</a>	Doraville	GA
<input checked="" type="checkbox"/>	<a href="#">247 Workspace</a>	Morgan Hill	CA
<input type="checkbox"/>	<a href="#">2M BUSINESS PRODUCTS</a>	DALLAS	TX
<input type="checkbox"/>	<a href="#">3CM LLC</a>	Leander	TX
<input type="checkbox"/>	<a href="#">3S Corporation</a>	Carson	CA
<input type="checkbox"/>	<a href="#">3S CORPORATION</a>	CARSON	CA
<input type="checkbox"/>	<a href="#">3s corporation</a>	carson	CA
<input type="checkbox"/>	<a href="#">4 Diamond Construction, Inc</a>	Ripon	CA
<input type="checkbox"/>	<a href="#">4MAX Business Products</a>	Pleasanton	CA
<input type="checkbox"/>	<a href="#">A A GROUP SAFETY CO</a>	COLLINGWOOD	TX

To turn a Suggested Supplier into an Invited Supplier, click the box under Add. Then click the Add button at the bottom of the page.



If a supplier is not listed in the Suggested Suppliers list for this acquisition, you can add them to the Invited Supplier list.

Filter your search by Search Locked Suppliers!



SEARCH FOR SUPPLIERS

Search ONLY Agency Suppliers  Search Locked Suppliers  Search ALL Suppliers

COMPANY NAME SEARCH

Company Name

FEIN

Keywords

Location

Search for the supplier by the FEIN number, then click Search.

SUPPLIER CODES SEARCH

Supplier Codes

QUALIFICATIONS SEARCH

Qualifications  CA-DVBE  CA-MB  CA-NP  CA-NVSA  CA-SB  CA-SBE

UNSPSC Code  (Use commas for multiple codes) [Select UNSPSC Codes](#)

Location  All  Suppliers located  miles from zip code



Address [https://www.bidsync.com/DPXSuppliers?searchtype=companynamesearch&ac=search&addquickadd=&Sort=&selctx=392914\\_1&searchmethod=companyname](https://www.bidsync.com/DPXSuppliers?searchtype=companynamesearch&ac=search&addquickadd=&Sort=&selctx=392914_1&searchmethod=companyname) Go Links

Keywords:

Location:

**SUPPLIER CODES SEARCH**

Supplier Codes:

**QUALIFICATIONS SEARCH**

Qualifications:  CA-DVBE  CA-MB  CA-NP  CA-NVSA  CA-SB  CA-SBE

UNSPSC Code:  (Use commas for multiple codes) [Select UNSPSC Codes](#)

Location:  All  Suppliers located  miles from zip code

Click the box next to the supplier name then, click the Add button.

**INVITED SUPPLIERS**

<a href="#">247 Workspace</a>	
<a href="#">A Caring Place, Inc.</a>	

	<input type="checkbox"/>	SUPPLIER NAME	PRIMARY CONTACT	QUALIFICATIONS	LOCATION	BLOCK
	<input checked="" type="checkbox"/>	<a href="#">Coalinga Motors Inc</a>	Bill Kemery < <a href="mailto:billk@lasherauto.com">billk@lasherauto.com</a> >		CA	
	<input type="checkbox"/>	Marc Anderson < <a href="mailto:marc.anderson@dgs.ca.gov">marc.anderson@dgs.ca.gov</a> >				
	<input type="checkbox"/>	Contract Administrator < <a href="mailto:billk@lasherauto.com">billk@lasherauto.com</a> >				

[Select-All](#) [De-Select-All](#)

- Indicates an agency supplier.
- Indicates a contact that was selected to be notified on a prior bid you created.



Address <https://www.bidsync.com/DPXBid#suppliers>

Go Links

**Suppliers** [Notification Report](#) [Invited Supplier Report](#)

This bid will be:  Public  Exempt  Private  Regional: within  miles of zip code

**Invite Suppliers** -- Use this link to Quick Add suppliers or add any suppliers to the list that you would like BidSync suppliers support to attempt to contact by phone to encourage them to place a bid. This list of suppliers will also receive the Email or Fax that is sent automatically when the bid is released.

**Suggested Suppliers** -- Lists the suppliers that have NOT been specifically invited by the Agency, but due to matching classifications, regions, and agency types, will be automatically notified via Email or Fax. Agency User's do not have to click on the suggested suppliers link to add the suggested suppliers to the bid, the system will add them automatically. (note: If the bid is private Suggested suppliers will NOT be notified. If the bid is regional then only the suppliers who's zipcode falls within the specified region will be notified.)

[Invite Suppliers](#) [Suggested Suppliers](#)

**Notify Suggested Suppliers** (note: Suggested suppliers will not be notified on private bids)

Check next to each of the suppliers that you would like to remove.

**INVITED SUPPLIERS**

Remove	Supplier	City	State
<input type="checkbox"/>	<a href="#">247 Workspace</a> <b>New</b>	Morgan Hill	CA
<input type="checkbox"/>	<a href="#">A Caring Place, Inc.</a> <b>New</b>	San Jose	CA
<input type="checkbox"/>	<a href="#">Coalinga Motors Inc</a> <b>New</b>	Coalinga	CA

[Remove Selected](#) [Remove All](#)

Return to Editing and your Invited Suppliers will appear under Invited Suppliers.

**BID CONTACT**

[Search](#)

- Contact**
- Show Contact Email
  - Show Contact Phone
  - Show Contact Fax

[Save Bid](#) [Cancel](#)



Address [https://www.bidsync.com/DPXSuppliers?searchtype=companynamesearch&ac=search&addquickadd=&Sort=&selctx=392914\\_1&searchmethod=companyname](https://www.bidsync.com/DPXSuppliers?searchtype=companynamesearch&ac=search&addquickadd=&Sort=&selctx=392914_1&searchmethod=companyname) Go Links

Location: All [v]  
[Search]

**Check with your System Administrator for proper procedures before beginning this step!**

**SUPPLIER CODES SEARCH**  
Supplier Codes: [input]  
[Search]

**QUALIFICATIONS SEARCH**  
Qualifications:  CA-DVBE  CA-MB  CA-NP  CA-NVSA  CA-SB  CA-SBE  
UNSPSC Code: [input] (Use commas for multiple codes) [Select UNSPSC Codes](#)  
Location:  All [v]  Suppliers located [v] miles from zip code [input]  
[Search]

If a supplier is not found after Search, you can add them by using Quick Add.

[Quick Add Supplier]

INVITED SUPPLIERS	
<a href="#">247 Workspace</a>	[trash icon]
<a href="#">A Caring Place, Inc.</a>	[trash icon]
<a href="#">Coalinga Motors Inc</a>	[trash icon]

[Return to Editing]

[thumbs up icon]	▼ SUPPLIER NAME	PRIMARY CONTACT	QUALIFICATIONS	▶ LOCATION	BLOCK
<b>Your search did not return any results.</b>					

- [thumbs up icon] - Indicates an agency supplier.
- [star icon] - Indicates a contact that was selected to be notified on a prior bid you created.

[Add]

### New Supplier

#### GENERAL INFORMATION

Supplier Name	Moose's School Supplies *
Address	707 3rd Street *
City	West Sacramento *
State	California *
Zip Code	95605 *
Main Phone Number	916-375-5555 * example: 555-123-4567
Main Fax Number	example: 555-123-4567
Federal Tax Number	999999999 <a href="#">(or Social Security Number)</a>
Contact First Name	Moose * MI <input type="text"/>
Contact Last Name	Dwyer *
Contact Email Address	<input type="text"/>
Agency Supplier	<input type="radio"/> Yes <input checked="" type="radio"/> No

#### CLASSIFICATION

Type in what classification or number you would like to search for. Select the sub-classifications you would like to use from the results box and click "Add" to move it to the bottom box. You can list your bid in as many classifications as you would like (hold the Control key to select more than one classification at a time). If you need to remove a classification from your "Added" menu, click on the classification name and then click on "Remove."

(Search by Keyword or Code)

#### Search Results

<input type="text"/>
----------------------

Complete all required fields (marked with an \*) for the supplier. FEIN number is also a required field.

Certificate Error

Yahoo! Search

Home RSS Print Page Tools

CRM Help Logout

diana.ramos - State of California

Select UNSPSC Codes

Suppliers located  miles from zip code

PRIMARY CONTACT QUALIFICATIONS LOCATION BLOCK

Remove Classifications Hints

Suppliers

Notification Report Invited Supplier Report

This Notify Suggested Suppliers box must be checked in order for any Suggested or Invited Suppliers to receive notification of your solicitation.

Invite Suppliers: This bid will be... Invite Suppliers: This bid will be... Suggested Suppliers: Agency User's... Agency User's... Suggested suppliers support to attempt to contact by phone to encourage them to place a bid. This list of... matching classifications, regions, and agency types, will be automatically notified via Email or Fax. The system will add them automatically. (note: If the bid is private Suggested suppliers will NOT be...)

Invite Suppliers Suggested Suppliers

Notify Suggested Suppliers (note: Suggested suppliers will not be notified on private bids)

Check next to each of the suppliers that you would like to remove.

INVITED SUPPLIERS

Remove	Supplier	City	State
<input type="checkbox"/>	Moose's School Supplies <span>New</span>	West Sacramento	CA

Remove Selected Remove All

BID CONTACT

Contact Diana Ramos Search Show Contact Email Show Contact Phone Show Contact Fax

Save Bid Cancel



Address <https://training.bidsync.com/DPXBid#suppliers>

Go Links

**Suppliers** [Notification Report](#) [Invited Supplier Report](#)

This bid will be:  Public  Exempt  Private  Regional: within  miles of zip code

**Invite Suppliers** -- Use this link to Quick Add suppliers or add any suppliers to the list that you would like BidSync suppliers support to attempt to contact by phone to encourage them to place a bid. This list of suppliers will also receive the Email or Fax that is sent automatically when the bid is released.

**Suggested Suppliers** -- Lists the suppliers that have NOT been specifically invited by the Agency, but due to matching classifications, regions, and agency types, will be automatically notified via Email or Fax. Agency User's do not have to click on the suggested suppliers link to add the suggested suppliers to the bid, the system will add them automatically. (note: If the bid is private Suggested suppliers will NOT be notified. If the bid is regional then only the suppliers who's zipcode falls within the specified region will be notified.)

[Invite Suppliers](#) [Suggested Suppliers](#)

**Notify Suggested Suppliers** (note: Suggested suppliers will not be notified on private bids)

Check next to each of the suppliers that you would like to remove.

**INVITED SUPPLIERS**

Remove	Supplier	City	State
--------	----------	------	-------

[Remove Selected](#) [Remove All](#)

**BID CONTACT**

[Search](#)  
 Show Contact Email  
 Show Contact Phone  
 Show Contact Fax

To change the Bid Contact, click on the search link.

[Save Bid](#) [Cancel](#)

**USER SEARCH**

Username

Email

Fax

First Name:

Last Name

Department

**Find**

The User Search box, maximized on screen.

Enter a new Username, or Search by Department and Select a new User.

Administrator - \* Active - Suspended - Pending -



SELECT	USERNAME	NAME	EMAIL	FAX	STATUS
<a href="#">Select</a>	abberamirez	Ramirez, Abbe	Abbe.Ramirez@dgs.ca.gov		
<a href="#">Select</a>	acarrera	Carrera, Angel	angel.carera@dgs.ca.gov		
<a href="#">Select</a>	aldrinasinegal	Sinegal, Aldrina	Aldrina.Sinegal@dgs.ca.gov		
<a href="#">Select</a>	AlexandraSt.Pierre	St. Pierre, Alexandra	Alex.StPierre@dgs.ca.gov		
<a href="#">Select</a>	alexchin	Chin, Alex	alex.chin@dgs.ca.gov		
<a href="#">Select</a>	AlexMora	Mora, Alex	alex.mora@dgs.ca.gov		
<a href="#">Select</a>	AlisonGarcia	Garcia, Alison	alison.garcia@dgs.ca.gov		
<a href="#">Select</a>	alonzoarreola	Arreola, Alonzo	alonzo.arreola@dgs.ca.gov		
<a href="#">Select</a>	amritdhillon	Dhillon, Amrit	Amrit.Dhillon@dgs.ca.gov		
<a href="#">Select</a>	amystonehill	Stonehill, Amy	Amy.Stonehill@dgs.ca.gov		
<a href="#">Select</a>	andrearold	Arnold, Andre	andre.arnold@dgs.ca.gov		
<a href="#">Select</a>	AndyWon	Won, Andy	Andy.Won@dgs.ca.gov		
<a href="#">Select</a>	angelasalas	Salas, Angela	Angela.Salas@dgs.ca.gov		
<a href="#">Select</a>	AngelaVerbaere	Verbaere, Angela	angela.verbaere@dgs.ca.gov		



Address <https://training.bidsync.com/DPXBid#suppliers>

**Suppliers** [Notification Report](#) [Invited Supplier Report](#)

This bid will be:  Public  Exempt  Private  Regional: within  miles of zip code

**Invite Suppliers** -- Use this link to Quick Add suppliers or add any suppliers to the list that you would like BidSync suppliers support to attempt to contact by phone to encourage them to place a bid. This list of suppliers will also receive the Email or Fax that is sent automatically when the bid is released.

**Suggested Suppliers** -- Lists the suppliers that have NOT been specifically invited by the Agency, but due to matching classifications, regions, and agency types, will be automatically notified via Email or Fax. Agency User's do not have to click on the suggested suppliers link to add the suggested suppliers to the bid, the system will add them automatically. (note: If the bid is private Suggested suppliers will NOT be notified. If the bid is regional then only the suppliers who's zipcode falls within the specified region will be notified.)

[Invite Suppliers](#) [Suggested Suppliers](#)

**Notify Suggested Suppliers** (note: Suggested suppliers will not be notified on private bids)

Check next to each of the suppliers that you would like to remove.

**INVITED SUPPLIERS**

Remove	Supplier	City	State
--------	----------	------	-------

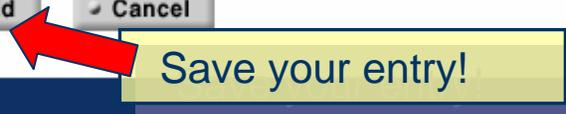
[Remove Selected](#) [Remove All](#)

**BID CONTACT**

[Search](#)

- Contact**
- Show Contact Email
  - Show Contact Phone
  - Show Contact Fax

[Save Bid](#) [Cancel](#)







## Held Bids ?

Held Bids | [Current Bids](#) | [To Be Awarded Bids](#)

**SEARCH**

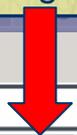
Search

Title 
  Bid Number

Department

Filter

Ready your solicitation for approval by clicking on the box in the Ready column.



RELEASE	READY	BID	DESCRIPTION	END DATE	PACKET	CONTACT	REVISE	COPY	DELETE
		0904-468	<a href="#">Janitorial Supplies for Cal-PCA computer labs RFQ</a> (Approval Pending)	May 6, 2009		Diana R	<a href="#">Revise</a>		
	<input type="checkbox"/>	0905-472	<a href="#">Custom sized write on wipe off boards for computer lab IFB</a> 	Jun 5, 2009		Diana R	<a href="#">Revise</a>		
	<input checked="" type="checkbox"/>	0905-473	<a href="#">Adaptive work stations for computer lab RFQ</a> 	Jun 21, 2009		Diana R	<a href="#">Revise</a>		

Select All De-select All

Then click Ready for Approval.





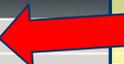
A Bid Information page.

**BID #0905-474 - TEMPORARY PSYCHIATRIC STAFFING FOR CALPCA RFQ**
**This bid is on Hold.**

Agency Information	State of California, CA ( <a href="#">view agency's bids</a> )	Q & A	<a href="#">View Questions &amp; Answers</a> Q&A Deadline: Jul 16, 2009 12:00:00 PM PDT
Department	General Services ( <a href="#">view department's bids</a> )		
Bid Classifications	<a href="#">Classification Codes</a>		
Bid Contact	<a href="#">see contact information</a>		
Acquisition Classification	NON-IT Goods		
Acquisition Method	Informal Competitive		
Pre-Bid Conference(s)	<p>May 26, 2009 7:00:00 AM PDT Attendance is optional Location: address door to come to etc. <a href="#">Transcript</a> <a href="#">Attendance</a></p> <p>May 28, 2009 7:00:00 AM PDT <b>Attendance is mandatory</b> Location: address door to come to etc. <a href="#">Transcript</a> <a href="#">Attendance</a></p>		
Revise Bid	Click here to <a href="#">revise</a> your bid information.		
Copy Bid	Click here to <a href="#">copy</a> the bid and relist it as a new bid		
Report Flags:	<a href="#">Change Flags</a>		
Advertisement Notification:	<a href="#">Send an Advertisement Email</a>		

**APPROVAL**
View Approval Flow [View Approval Flow](#)Approval Status **Pending**

To view the Approval Workflow for this solicitation, click here.





Address <https://www.bidsync.com/DPX?ac=viewrelbidwf&reqid=107866>



A sample Approval Workflow.

RELEASE BID WORKFLOW

Empty text input field with scrollbars.

**Bid Information**

**Bid Number:**  
[0906-015](#)

**Bid Title:**  
Hybrid Vehicles

---

**Status**

**Status:**  
Approved



Close

# Held Bids ?

Held Bids | [Current Bids](#) | [To Be Awarded Bids](#)

**SEARCH**

Search

Title  Bid Number

Department: General Services

Filter:  View bids related to me  View bids awaiting my approval

RELEASE	READY	BID	DESCRIPTION	END DATE	PACKET	CONTACT	REVISE	COPY	DELETE
		0904-468	<a href="#">Janitorial Supplies for Cal-PCA computer labs RFQ</a> (Approval Pending)	May 6, 2009		Diana R	<a href="#">Revise</a>		
	<input type="checkbox"/>	0905-472	<a href="#">Custom sized write on wipe off boards for computer lab</a> IFB	Jun 5, 2009		Diana R	<a href="#">Revise</a>		
	<input checked="" type="checkbox"/>	0905-473	<a href="#">Adaptive work stations for computer lab RFQ</a> (ready)	Jun 21, 2009		Diana R	<a href="#">Revise</a>		

[Select All](#) [De-select All](#)

When all approvals have been completed, this Ready message will be display.







Your solicitation will now appear in the Current Bids listing.

## Current Bids [Held Bids](#) | [Current Bids](#) | [To Be Awarded Bids](#)

**SEARCH**

Search

Title  Bid Number

Department: General Services

Filter:  View bids related to me

BID	DESCRIPTION	TIME LEFT	BIDS	PACKET	CONTACT	REVISE	COPY	CANCEL
0905-473	<a href="#">Adaptive work stations for computer lab RFP</a>	31 days, 3 hrs			Diana R	<a href="#">Revise</a>		

You may click on the Title/Description of the Solicitation at any time to access the Bid Information page for this solicitation.



A Bid Information page.

Schedule Task Note  
 Chat | Description | Attachments

**BID #57407 - TRIPLE QUADRUPOLE MASS SPECTROMETER IFB**

Time Left	14 hrs, 35 min		
Time Started	Jul 8, 2009 11:26:49 AM PDT	Notifications	<a href="#">Report</a>
Time Ends	Jul 23, 2009 2:00:00 PM PDT	# of suppliers that viewed	34 <a href="#">?</a> ( <a href="#">View</a> )
Agency Information	State of California, CA ( <a href="#">view agency's bids</a> )	Q & A	<a href="#">View Questions &amp; Answers</a> Questions: 1 Q&A Deadline: Jul 14, 2009 5:00:00 PM PDT
Department	General Services, Department of ( <a href="#">view department's bids</a> )		
Bid Classifications	<a href="#">Classification Codes</a>		
Bid Contact	<a href="#">see contact information</a>		
Acquisition Classification	NON-IT Goods		
Acquisition Method	Formal Competitive		
Copy Bid	Click here to <a href="#">copy</a> the bid and relist it as a new bid		
Bid Packet:	<a href="#">Packet for Bid 57407</a> <a href="#">[download]</a>		

Note the various types of information and reports that can be accessed through this page.

**APPROVAL**

View Approval Flow	<a href="#">View Approval Flow</a>
Approval Status	Approved

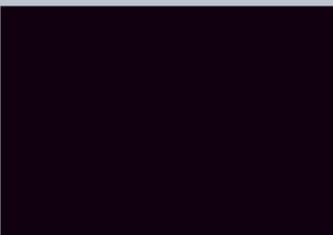
**DESCRIPTION**

Bid Number	57407
Title	Triple Quadrupole Mass Spectrometer
Budgeted Amount	\$179,293.30

The eProcurement Home Page

FEATURED LINKS

- [DGS Home Page](#)
- [Procurement Home Page](#)



Click the Play button to view the eProcurement training video

eProcurement

[Register or Login to eProcurement \(BidSync\)](#)

 **Bidding Opportunities**

**California State Contracts Register (CSCR)**

- [View CSCR Ads](#)
- [View Progress Payments](#)
- [Special Announcements/Award Notices](#)
- [Alternative Access](#)

 **SB/DVBE**

**Small Business and Disabled Veterans Business Enterprise Services**

- [SB/DVBE Search](#)
- [SB/DVBE Online Certification Application](#)
- [SB/DVBE Homepage](#)

 **Registering Purchasing Information**

 **View Statewide Contracts**



# eProcurement Resources

- Your Department's System Administrator
  - eProcurement.dgs.ca.gov → Training Tab → Department EP System Administrators
  - <http://www.documents.dgs.ca.gov/e procure/DeptSysAdmins.pdf>
- Frequently Asked Questions – FAQs
  - eProcurement.dgs.ca.gov → FAQS
  - <http://www.e procure.dgs.ca.gov/FAQs/default.htm>
- DGS eProcurement Questions
  - [eprocure@dgs.ca.gov](mailto:eprocure@dgs.ca.gov)
  - DGS eProcurement Hotline (M-F 8am – 5pm)
  - (916) 375-2000



# eProcurement Resources

- DGS Procurement Division
  - [www.pd.dgs.ca.gov](http://www.pd.dgs.ca.gov)
- Assistance with Small Business or DVBE certification:
  - CA Office of Small Business Certification
  - [OSDCHelp@dgs.ca.gov](mailto:OSDCHelp@dgs.ca.gov)
- For Webinar information
  - Email CalPCA – [CalPCAhelp@dgs.ca.gov](mailto:CalPCAhelp@dgs.ca.gov)
  - CalPCA Website – [www.pd.dgs.ca.gov/Cal-PCA](http://www.pd.dgs.ca.gov/Cal-PCA)
- UNSPSC Codes
  - [www.unspsc.org](http://www.unspsc.org)

Thank you for attending!