Updated 04062016

These instructions are to accompany the Power Point "Leveling the Playing Field". Make a copy of the Power Point presentation, number the slides (1) to (58), and follow these instructions. Word/Excel 2010 versions used.

- www.caleprocure.ca.gov (Make this link a favorite) (1) (2)
- OPEN Quick links and CLICK Find certified SB/DVBE(3)
- Put in a keyword CLICK Search(4)
- CLICK Download (5)
- CLICK Download Attachment (6)
- CLICK Open on "Do you want to open or save Certification_Information" (7)
- CLICK Yes on "The file you are trying to open…" (8) (9)

How to update your keywords:

- HIGHLIGHT **ENTIRE** Column M (Keywords) COPY and PASTE into a new Word document (**A** format). Eliminate words that don't belong, don't repeat words, don't use periods, commas, extraneous words like: and, the, no, &'s. Your profile should look like this: word space word space, etc.(10) (11) (12) (13)
- ***Do a spell check*** and SAVE Word document for the California profile (14)

How to update your UNSPSC Classification codes:

- GO BACK to the downloaded file and HIGHLIGHT **ENTIRE** Column L (UNSPSC) COPY and PASTE into a new Excel document under Column A. (15) (16)
- HIGHLIGHT the entire line UNSPSC , CLICK DELETE button (down arrow) , CLICK DELETE CELLS (17) (18)
- HIGHLIGHT **ENTIRE** Column A (19)
- DATA, TEXT TO COLUMNS, DELIMITED, NEXT, UNCHECK TAB, NEXT CHECK COMMA and CHECK Other ' (apostrophe), NEXT, FINISH (This will put classifications codes into separate columns.) (20) (21) (22) (23) (24)
- HIGHLIGHT B1 **ONLY** (25) (26)
- VIEW, MACROS, RECORD MACRO, OK (27) (28) (29)) VIEW, MACROS, VIEW MACROS HIGHLIGHT Macro 1, EDIT, HIGHLIGHT the script and DELETE it from the page, (30) (31) (32) (33) (34) COPY "*JustDoIt"* Macro text from macro at the bottom of these instructions, PASTE on deleted script page, CLICK RUN, RUN Macro, RUN, (Macros) (Computer is now creating a list of UNSPSC classification codes) (35) (36) (37) (38)
- CLICK the X (Excel Icon on the top left side of page under File) (39) (40) *Please wait*….You should have a list of UNSPSC classification codes in ascending order after a few minutes.
- SAVE and PRINT [You are ***NOT*** limited to the number of codes; however, make sure that you use only the applicable ones! [If your list is long, you may want to save paper and cut/paste the document and make it look like Slide 41.] (41)

How to update your profile:

- www.caleprocure.ca.gov (FAVORITE) CLICK Login/Register (42)
- LOGIN using your Cal eProcure User name and Password [If you forget your password, put your certification number under User ID and CLICK "I forgot my password" (43)
- CLICK the little white triangle to the right of where the Login/Register button is (44)
- CLICK View Certification profile (45)
- CLICK Amend SB or DVBE or BOTH Applications (46)
- CLICK Other heading (47)
- ADD each keyword from slide 14 and HIT the "+" sign, ADD UNSPSC Classifications (Make sure the codes end in "00", NOT 01, 02 etc.) Save & Continue(48)
- **FOR SUPPLIERS** (Already done business with the State):
    - CLICK Home button and CLICK "Sell to the State" icon (49)
    - CLICK My Notifications (50)
- **FOR SOURCING BIDDERS** (Brand new or Bidsync transitioned):
    - CLICK the white triangle to the right of the Supplier ID number (User ID) [formerly Login/Register button] and CLICK Edit Bidder Account (51)
- CLICK Notifications (52)
- CLICK SELL (53)
- INSERT UNSPSC code CLICK Search and CLICK down arrow to the right of the ADD button (54) (55)
- ADD All of the UNSPSC codes from your saved document from slide 41 (56) (57)
- SAVE (58)

“JustDoIt” Macro:

```
Sub JustDoIt()
Dim x As Long
Dim LastRow As Long
Dim Rng As Range
Dim iCol As Integer
Dim iColx As Integer
Dim lastCell As Integer
Range("A1").Select
For i = 1 To Sheets(1).Range("A1").SpecialCells(xlLastCell).Column
   Sheets(1).Cells(1, i).EntireColumn.Select
   On Error Resume Next
   Selection.SpecialCells(xlCellTypeBlanks).Delete Shift:=xlUp
Next i
Range("A1").Select
Set Rng = ActiveCell.CurrentRegion
lastCell = Rng.Columns(1).Rows.Count + 1
For iCol = 2 To Rng.Columns.Count
          Range(Cells(1, iCol), Cells(Rng.Columns(iCol).Rows.Count, iCol)).Cut
      ActiveSheet.Paste Destination:=Cells(lastCell, 1)
      lastCell = lastCell + Rng.Columns(iCol).Rows.Count
Next iCol
Range("A1").Select
With ActiveSheet.UsedRange
For iColx = .Column + .Columns.Count - 1 To 1 Step -1
If IsEmpty(Cells(65536, iColx)) And IsEmpty(Cells(1, iColx)) Then
If Cells(65536, iColx).End(xlUp).Row = 1 Then Columns(iColx).Delete
End If
Next iColx
End With
Range("A1").Select
LastRow = Range("A65536").End(xlUp).Row
For x = LastRow To 1 Step -1
          If Application.WorksheetFunction.CountIf(Range("A1:A" & x), Range("A" & x).Text) > 1 Then
         Range("A" & x).EntireRow.Delete
          End If
Next x
Range("A1").Select
For i = 1 To Sheets(1).Range("A1").SpecialCells(xlLastCell).Column
   Sheets(1).Cells(1, i).EntireColumn.Select
   On Error Resume Next
   Selection.SpecialCells(xlCellTypeBlanks).Delete Shift:=xlUp
Next i
Columns("A").Select
Selection.Sort Key1:=Range("A1"), Order1:=xlAscending, Header:=xlGuess, OrderCustom:=1, MatchCase:=False,
Orientation:=xlTopToBottom
End Sub
```