Welcome to the State Contract and Procurement Registration System (SCPRS) POWER POINT TRAINING (revised 8/1/06)

INSTRUCTIONS AND SCREEN OVERVIEW

POWER POINT TRAINING INSTRUCTIONS

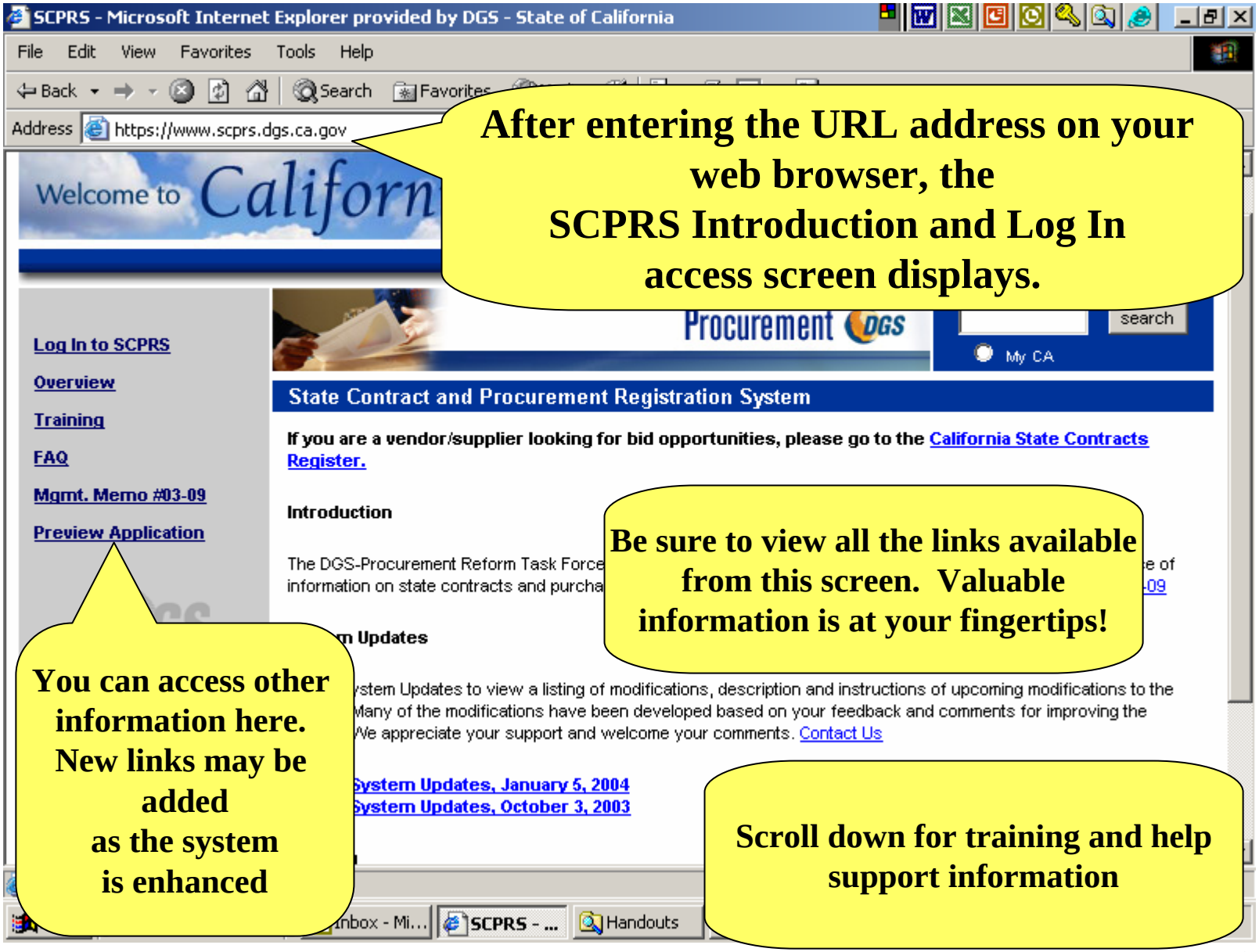
•**Allow 1/2 hour for training.**

•**Help is available by calling the SCPRS Help Desk at (916) 376-1966 or emailing scprsadministrators@dgs.ca.gov.**

•**Once you have completed all seven modules, you will be prompted to access the Registration and Training Certification screen to record your training and receive an electronic certificate of completion.**

•**Remember, all contracts over $5000 are required to be input, however the system does not prevent you from adding contracts under that amount.**

Screen Overview



After entering the URL address on your web browser, the SCPRS Introduction and Log In access screen displays.

Be sure to view all the links available from this screen. Valuable information is at your fingertips!

You can access other information here. New links may be added as the system is enhanced

Scroll down for training and help support information

State Contract and Procurement Registration System (SCPRS) Training Demonstration (revised 8/1/06)

MODULE 1

NEW USER Sign in

Training URL address:
http://www.scprs.dgs.ca.gov

SCPRS Introduction and Log In access screen

Address http://www.scprstrain.dgs.ca.gov

Welcome to California

HOLLYWOOD

Click here to log in as a new user

Log In to SCPRS

Overview

Mgmt. Memo #03-09

ng Site Procurement DGS

search

My CA

State Contract and Procurement Registration System

Introduction

The Procurement Reform Task Force Report recommended the development of a "contract tracking" system to provide a centralized data base of important information on state contracting and purchasing on a "near real time basis." This is the first iteration of the system, developed by a DGS project team in consultation with valued input from many state departments.

Questions regarding Informational input and the use of the system will be addressed in two places:

a. User's guide
b. Help screens which are hyperlinked to key fields.

Use of SCPRS is ons designated by participating state agencies to have SCPRS access.

Or here to log in

We welcome your c ents on this new contracting tool. Contact us

Click here to log in

MODULE 1 - NEW USER LOG IN

SCPRS - Microsoft Internet Explorer provided by DGS - State of California

File Edit View Favorites Tools Help

Back Search Favorites Media

Address Go Links SnagIt

California Home Tuesday, May 27, 2003

Welcome to California

Log In to SCPRS

Test Site Procurement

New User

Your username and password will be emailed to the valid State of California Email Address entered below.

Email Address ray.roa@dgs.ca.gov *

First Name Ray *

Last Name Roa *

Phone # 916 - 3754628 *

*=Required

Submit

Email Administrator

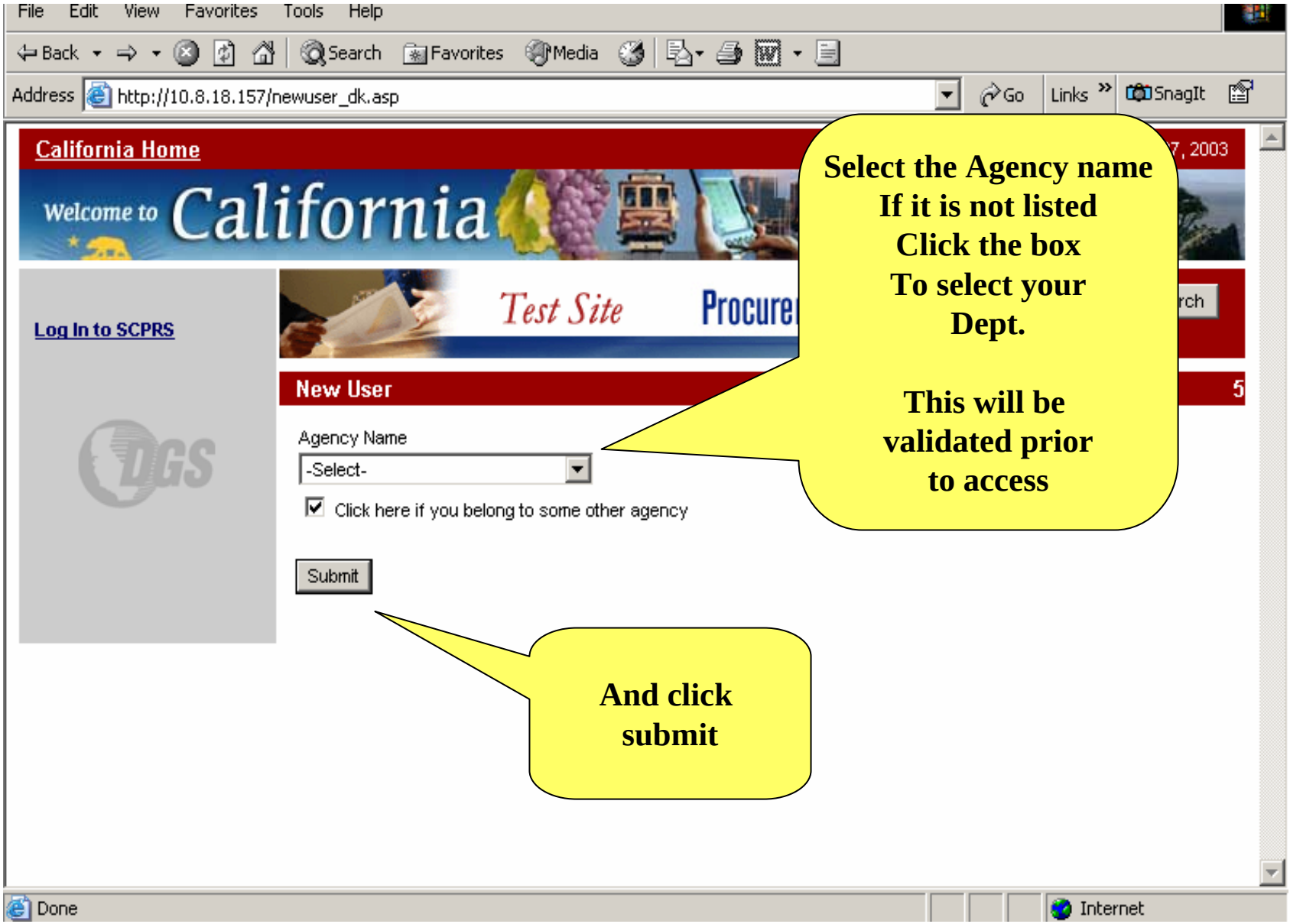
Enter the information required

And Click Submit

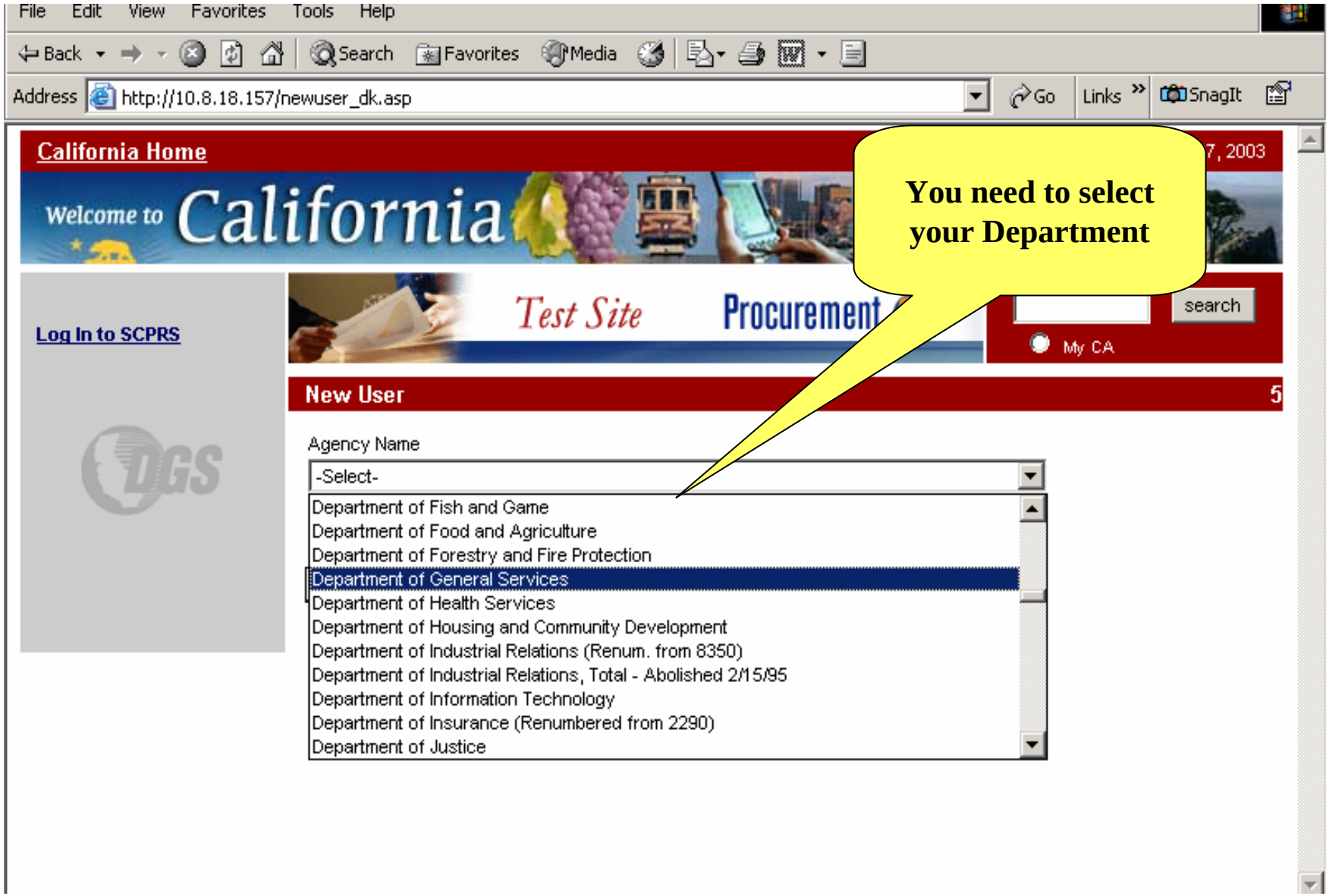
Done Internet

Start Inbox - Micros... Power Point Microsoft Powe... SCPRS - Micr... 7:41 AM

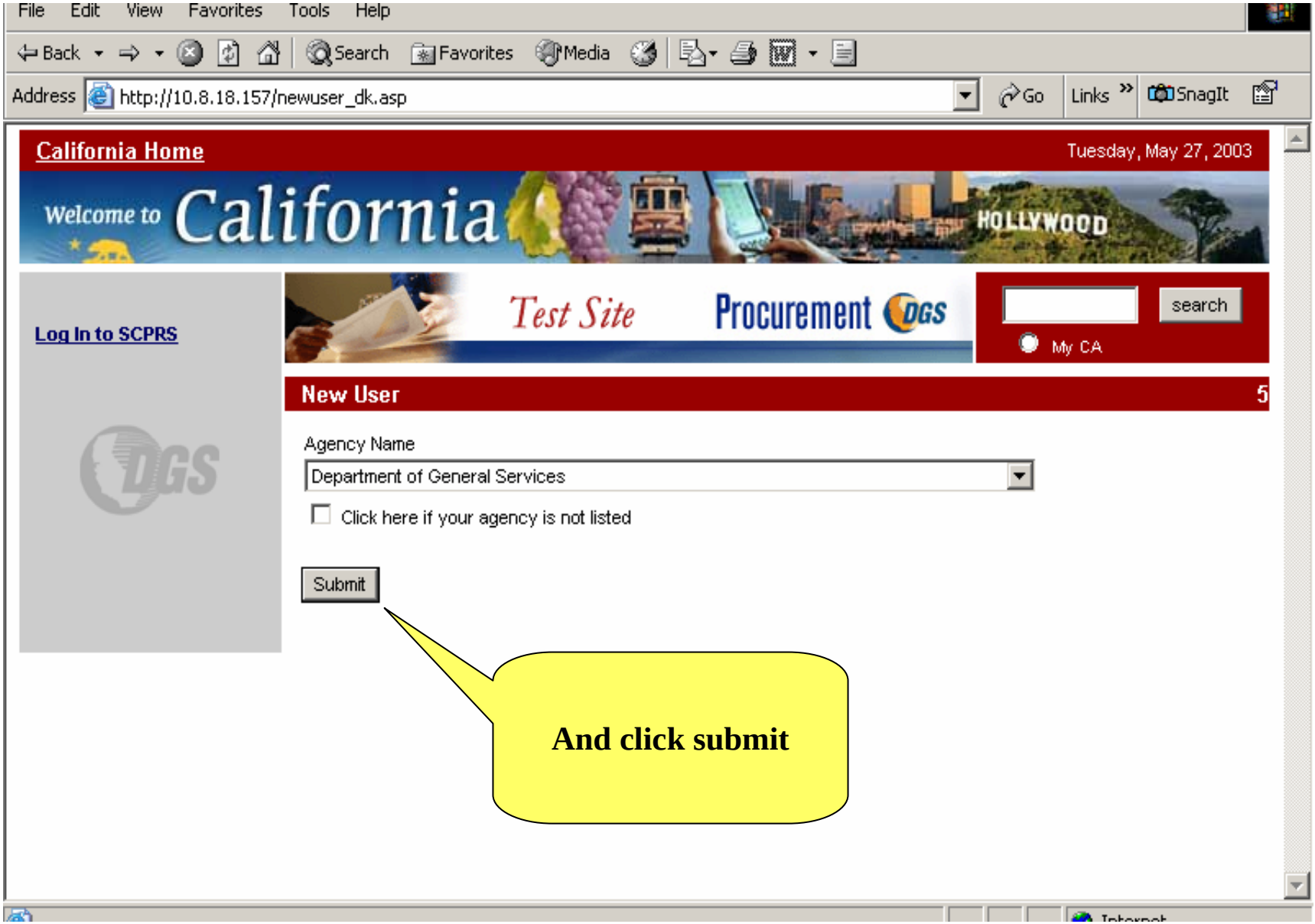
MODULE 1 - NEW USER LOG IN



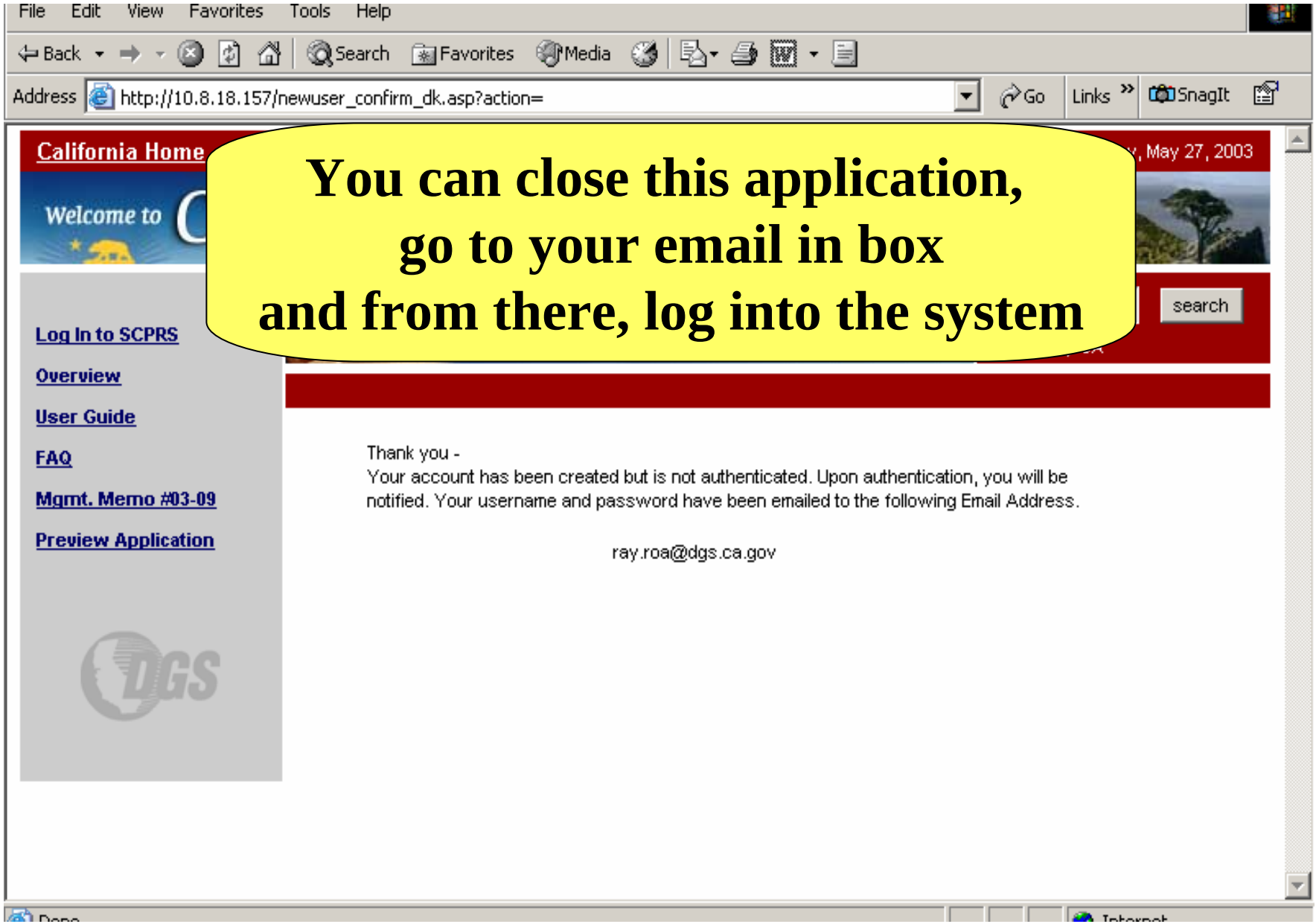
MODULE 1 - NEW USER LOG IN



MODULE 1 - NEW USER LOG IN



MODULE 1 - NEW USER LOG IN



You can close this application, go to your email in box and from there, log into the system

SAMPLE EMAIL

Dear Customer,

User id: ray.roa@dgs.ca.gov
Password: 2PU9JF77

Please save this user information in a secure location for future reference. Please click on the link below to logon to the State Contract and Procurement Registration System.

www.scprs.dgs.ca.gov

You can now click on the SCPRS link to log in

Thank You
SCPRS Administrators
SCPRSAdministrators@dgs.ca.gov
AspMail 4.10 Evaluation Version. Use of this evaluation copy in a production environment is illegal. Purchase from http://www.serverobjects.com/products.htm Product evaluation expires: 29 May 2003

MODULE 1 - NEW USER LOG IN

You are now at the SCPRS Training Site Home Page.

Address http://www.scprstrain.dgs.ca.gov/main.asp

Welcome to California

Training Site Procurement DGS

search

My CA

SCPRS Home Page
Add Contract
Add Amendment
Contract Search
Reports
Change Password
Change Profile
User Guide
Quick Reference Guide
Log Off

Quick Links
Procurement Website
Small Business Website

SCPRS Questions/Edits
SCPRS Enhancements
SABRC Support

Welcome to the State Contract and Procurement Registration System

To reg ... eft side of this page.

All dat ... data field, For
examp ... elp window will
appea

You can select any of these links to maneuver through the system.

To register an amendment to an existing contract, select the Add Amendment link on the left side of this page. As with the Add Contract link, all data fields provide help text by clicking on the link over the data field.

State Contract and
Procurement Registration System (SCPRS)
Training Demonstration

<u>THIS ENDS MODULE 1</u>

NEW USER Sign

Press ESC (escape) on your keypad
to close this module. You will be returned
to the Training Menu, then click on the next module.

State Contract and Procurement Registration System (SCPRS) Training Demonstration (revised 8/1/06)

MODULE 2

FORGOT PASSWORD and CHANGE PASSWORD

Training URL address:
http://www.scprs.dgs.ca.gov

MODULE 2 - Forgot Password and Password Change

Address http://www.scprstrain.dgs.ca.gov Go Links

Monday, May 19, 2003

Welcome to California

Click here to start

Log In to SCPRS

Overview

Mgmt. Memo #03-09

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My CA

State Contract and Procurement Registration System

SER

Introduction

The Procurement Reform Task Force Report recommended the development of a "contract tracking" system to provide a centralized data base of important information on state contracting and purchasing on a "near real time basis." This is the first iteration of the system, developed by a DGS project team in consultation with valued input from many state departments.

Questions regarding Informational input and the use of the system will be addressed in two places:

a. User's guide
b. Help screens which are hyperlinked to key fields.

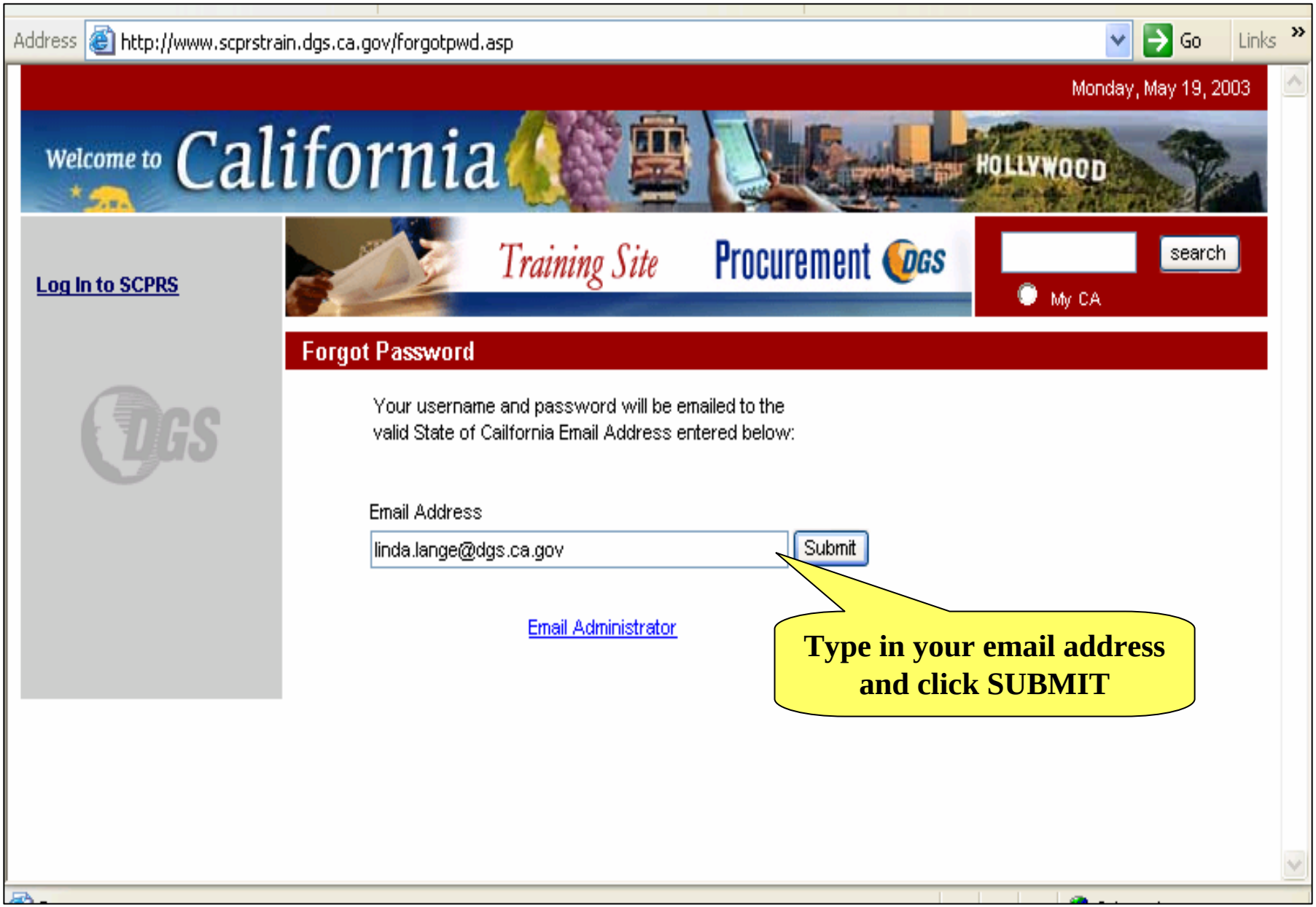
Use of SCPRS is restricted to those persons designated by participating state agencies to have SCPRS access.

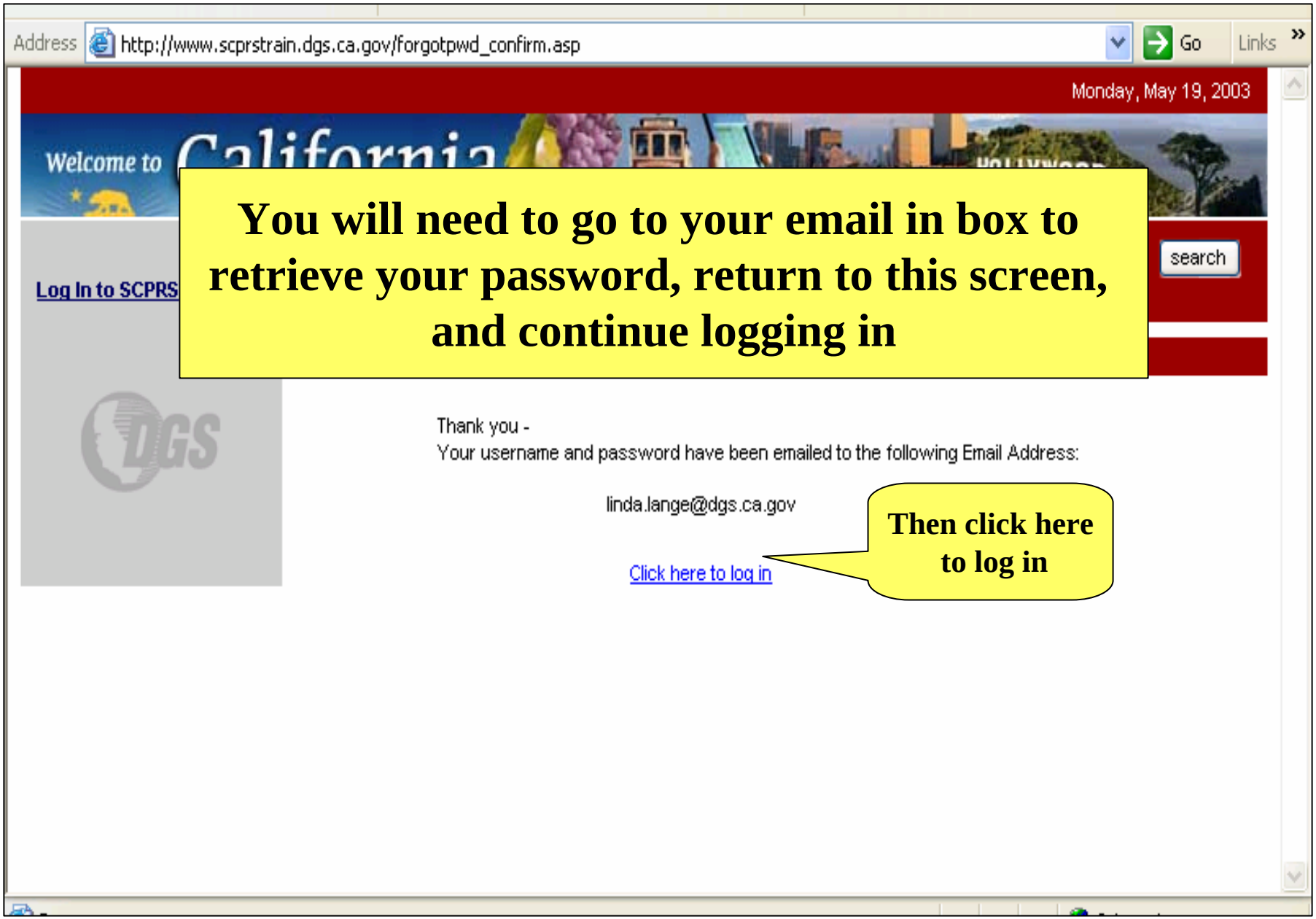
We welcome your comments on this new contracting tool. Contact us

Click here to log in

MODULE 2 - Forgot Password and Password Change

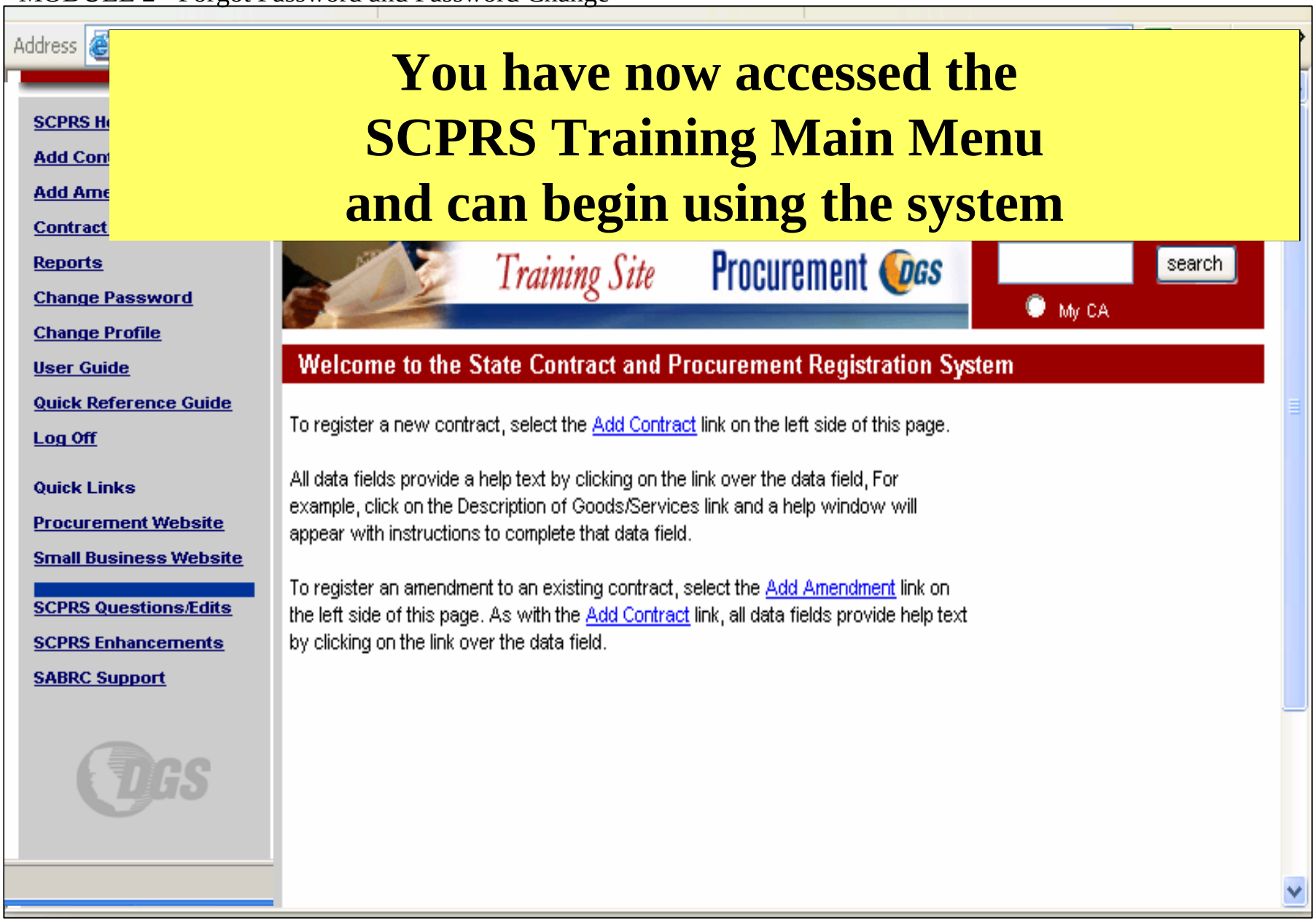
MODULE 2 - Forgot Password and Password Change




Address
http://www.scprstrain.dgs.ca.gov/forgotpwd_confirm.asp
Go
Links
Monday, May 19, 2003
Welcome to
Log In to SCPRS
search
You will need to go to your email in box to retrieve your password, return to this screen, and continue logging in
Thank you -
Your username and password have been emailed to the following Email Address:
linda.lange@dgs.ca.gov
Click here to log in
Then click here to log in

MODULE 2 - Forgot Password and Password Change

You have now accessed the SCPRS Training Main Menu and can begin using the system



PASSWORD CHANGE

If you are a new user, you will want to change your system generated password to something you will remember. This password does not expire.

MODULE 2 - Forgot Password and Password Change

MODULE 2 - Forgot Password and Password Change

Your password has been changed, you can now begin using the system.

State Contract and
Procurement Registration System (SCPRS)
Training Demonstration

<u>THIS ENDS MODULE 2</u>

FORGOT PASSWORD and CHANGE PASSWORD

Press ESC (escape) on your keypad
to close this module. You will be returned
to the Training Menu, then click on the next module.

State Contract and Procurement Registration System (SCPRS) Training Demonstration (revised 8/1/06)

MODULE 3

ADD CONTRACT

Training URL address:
http://www.scprs.dgs.ca.gov

MODULE 3 -Add Contract

Address http://www.scprstrain.dgs.ca.gov/main.asp Go Links

Monday, May 19, 2003

Welcome to California

Click here to add Contract

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SCPRS Enhancements
SABRC Support

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search

My CA

Welcome to the State Contract and Procurement Registration System

To register a new contract, select the Add Contract link on the left side of this page.

All data fields provide a help text by clicking on the link over the data field, For example, click on the Description of Goods/Services link and a help window will appear with instructions to complete that data field.

To register an amendment to an existing contract, select the Add Amendment link on the left side of this page. As with the Add Contract link, all data fields provide help text by clicking on the link over the data field.

http://www.scprstrain.dgs.ca.gov/addnewcontract.asp Internet

MODULE 3 -Add Contract

SCPRS - Add Contract - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address http://www.scprstrain.dgs.ca.gov/contract_add.asp Go Links

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search
My CA

Add Contract

Dept/Agency Name

Original Entry Date

For field information, click on the title above each field

SCPRS - Microsoft Internet Explorer

Sub-Unit Name

Opens this window

Print Close

close

Complete User Manual

Enter the full name of the Department/Agency sub-unit. DO NOT ABBREVIATE. For example: Pr ement Division is a sub-unit of the Department of General Services.

Description of Goods/Services

To view the User Manual click HERE
After viewing, click BACK on the tool bar to return otherwise you will exit SCPRS completely.

Country: United States *
Phone Number
Email Address
Vendor FEIN
Small Business: No Yes
Micro Business: No Yes
Disabled Veteran: No Yes

*=Required Field Submit

Done Internet

start SnagIt MetaFr... 3 Citri... Camtasi... Camtasi... 2 Win... Inbox - ... Microso... 7:34 AM

MODULE 3 -Add Contract

Type in the information per field
*** indicates the field is required, however based on the Contract Type/Contracting Method, required fields may change.**

SCPRS - Add Contract - Microsoft Internet Exp

File Edit View Favorites Tools Help

Back Search Favorite

Address http://www.scprstrain.dgs.ca.gov/contract_ad

Links

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My CA

Add Contract

Dept/Agency Name: Test Agency *

Original Entry Date: 7/27/2006

Sub-Unit Name: Select One *

Contract Type: Select One *

Dept. Delegation No.

Contracting Method: Select One *

Leveraged Contract No.

Dept. Contract No./P.O. No. *

PIN No.

Financed or Leased: No Yes

SABRC Reportable: No Yes *

Original Beginning Term *

Original Ending Term

Original Contract Amount: 0.00 *

Description of Goods/Services *

Contractor Name *

Address *

Address 2

Address 3

City *

State/Province: California - USA *

Region/Territory

Postal Code *

Defaults based on user log in

Date entered into the system

New Contractor Info. fields

NEW feature Required Field

If you do not know what is required when entering data, once you click SUBMIT, the system will display a message identifying the missing fields. If you selected SABRAC (y) you will be sent to another screen to complete it and then prompted to return to this screen to resubmit again. (For help on SABRAC contents, click on the SABRAC support ink on the navigational summary bar)

Internet

start

6:33 AM

MODULE 3 -Add Contract

Address http://www.scprstrain.dgs.ca.gov/addnewcontractreceipt.asp Go Links

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Welcome to California

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You are successful! A contract registration number is assigned. **Write this number on your purchase document .**

Printer Friendly Version

Click here to print

A new contract has been registered with the State Contract and Procurement Registration

The contract registration number is

1760040503100019

An Email receipt thas been sent to the following e-mail address-

linda.lange@dgs.ca.gov

176004050310019- registration number defined
1760 - Department entering this registration
04 - Contract Type - This number may not appear when you begin training
0503 - month and year
Remaining numbers - randomly selected by the system

Thank You

Done Internet

MODULE 3 -Add Contract

SCPRS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media

Address http://www.scprstrain.dgs.ca.gov/addnewcontractreceipt_printerversion.asp Go Links

A new contract has been registered with the State Contract and Procurement Registration System.

The contract registration number is

1760040503100019

An Email receipt has been sent to the foloowing e-mail address-

linda.lange@dgs.ca.gov

The Contractor Name is SCPRS Chevrolet

The Dept. Contract No/PO No is 13333

The Total Contract Amount is $70,000.00

Go Links

Monday, May 19, 2003

search

My CA

Printer Friendly Version

ent Registration System.

SCPRS Enhancements

SABRC Support

An Email receipt has been sent to the following e-mail address-

linda.lange@dgs.ca.gov

The Contractor Name is SCPRS Chevrolet

The Dept. Contract No/PO No is 13333

The Total Contract Amount is $70,000.00

Thank You

Internet

State Contract and
Procurement Registration System (SCPRS)
Training Demonstration

<u>THIS ENDS MODULE 3</u>

ADD CONTRACT

Press ESC (escape) on your keypad
to close this module. You will be returned
to the Training Menu, then click on the next module.

State Contract and Procurement Registration System (SCPRS) Training Demonstration (revised 8/1/06)

MODULE 4

ADD AMENDMENT

Training URL address:
http://www.scprs.dgs.ca.gov

ADD AMENDMENT

Address http://www.scprstrain.dgs.ca.gov/main.asp Go Links

Monday, May 19, 2003

Welcome to California

HOLLYWOOD

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- SCPRS Enhancements
- SABRC Support

Click Add Amendment

aining Site Procurement DGS

search

My CA

Welcome to the State Contract and Procurement Registration System

To register a new contract, select the Add Contract link on the left side of this page.

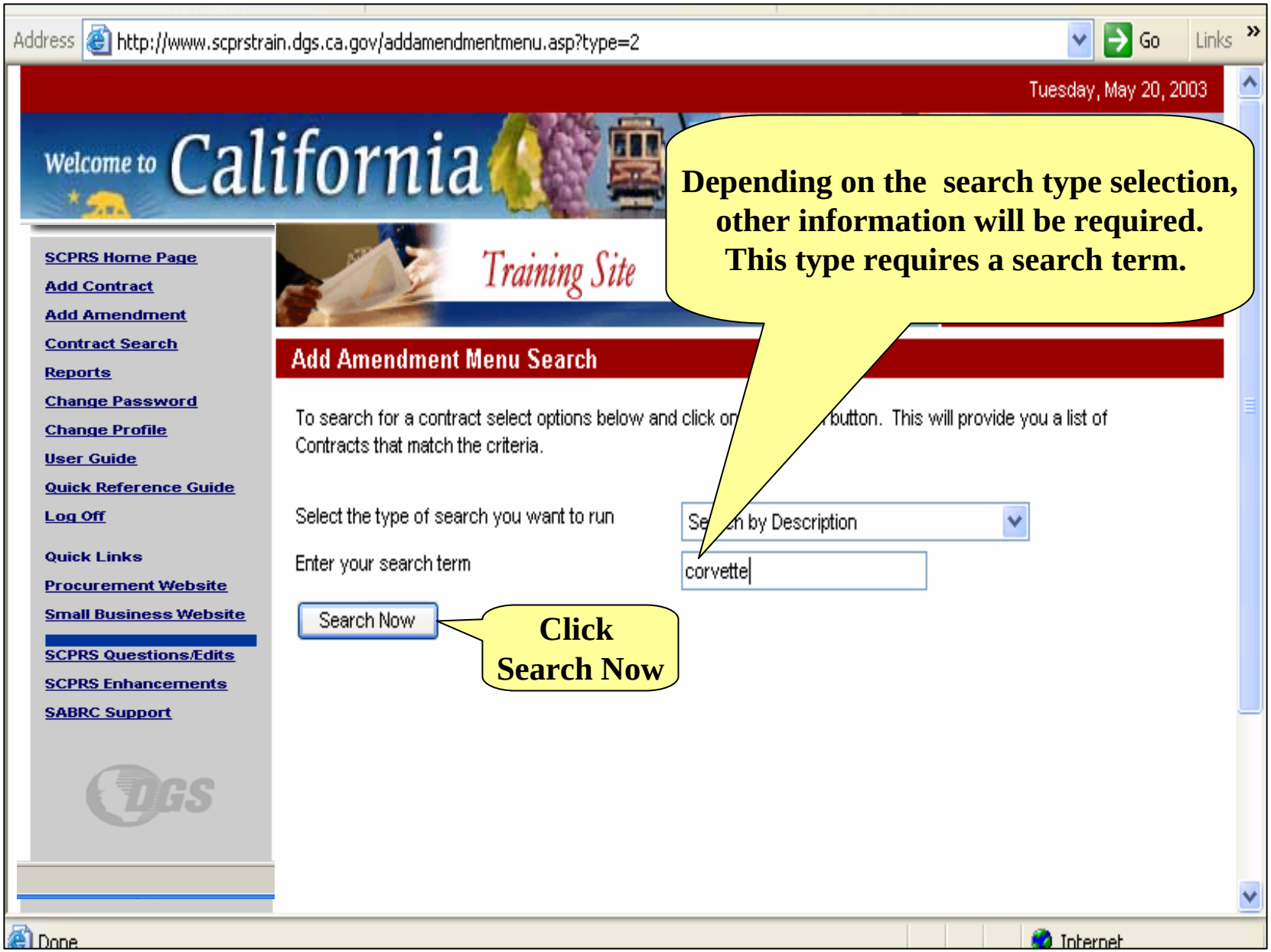
All data fields provide a help text by clicking on the link over the data field, For example, click on the Description of Goods/Services link and a help window will appear with instructions to complete that data field.

To register an amendment to an existing contract, select the Add Amendment link on the left side of this page. As with the Add Contract link, all data fields provide help text by clicking on the link over the data field.

http://www.scprstrain.dgs.ca.gov/addamendmentmenu.asp Internet

MODULE 4 - Add amendment

MODULE 4 - Add amendment



MODULE 4 - Add amendment

The Amendment Screen appears, displaying information from the original contract. There are only a few required fields to complete to amend this registered contract.

SCPRS - Add Amendment - Microsoft Internet

File Edit View Favorites Tools Help

Back Search Favorites

Address http://www.scprstrain.dgs.ca.gov/amendment_

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Add Amendment to Contract

Dept/Agency Name
Test Agency
Sub-Unit Name
Business and Procurement Services
Contract Type
Non-IT Goods (commodities)
Dept. Delegation No.
9045354
Contracting Method
CB-Informal
Leveraged Contract No.

Dept. Contract No./P.O. No. S3070004 *
PIN No.
Financed or Leased ○ No ○ Yes
SABRC Reportable ○ No ○ Yes *

Original Beginning Term
Original Ending Term 06/30/2004
Original Contract Amount $6,700.00
No. of Amendments 0
All Amendments Total $0.00
Cumulative Total $6,700.00
Amendment Beginning Term *
Amendment Ending Term
Amendment Only Total 0.00 *

Description of Amendment *

Contractor Name charmin *
Address *
Address 2
Address 3
City *
State/Province California - USA *
Region/Territory
Postal Code *
Country United States *
Phone Number
Email Address
Vendor FEIN 000000000
Small Business ○ No ○ Yes
Micro Business ○ No ○ Yes
Disabled Veteran ○ No ○ Yes

*=Required Field Submit

Enter description of amendment

Select YES if this is SABRAC product

Enter date of amendment

Total $ of amendment

Click SUBMIT

Internet

start SnagIt MetaF... 4 Cit... Camta... Camta... Power... Inbox ... SCPRS... 6:46 AM

MODULE 4 - Add amendment

Address http://www.scprstrain.dgs.ca.gov/amendmentreceiptsubmittal.asp Go Links

When successfully entered, an amended registration number will display adding a ".1" for revision 1.

Welcome to

SCPRS Home Page
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Training Site Procurement DGS

Amendment Submittal Receipt

Printer Friendly Version

A new contract amendment has been registered with the State Contract and Procurement Registration System
The contract amendment number is
1760040503100019.1

Write this number on your amended document

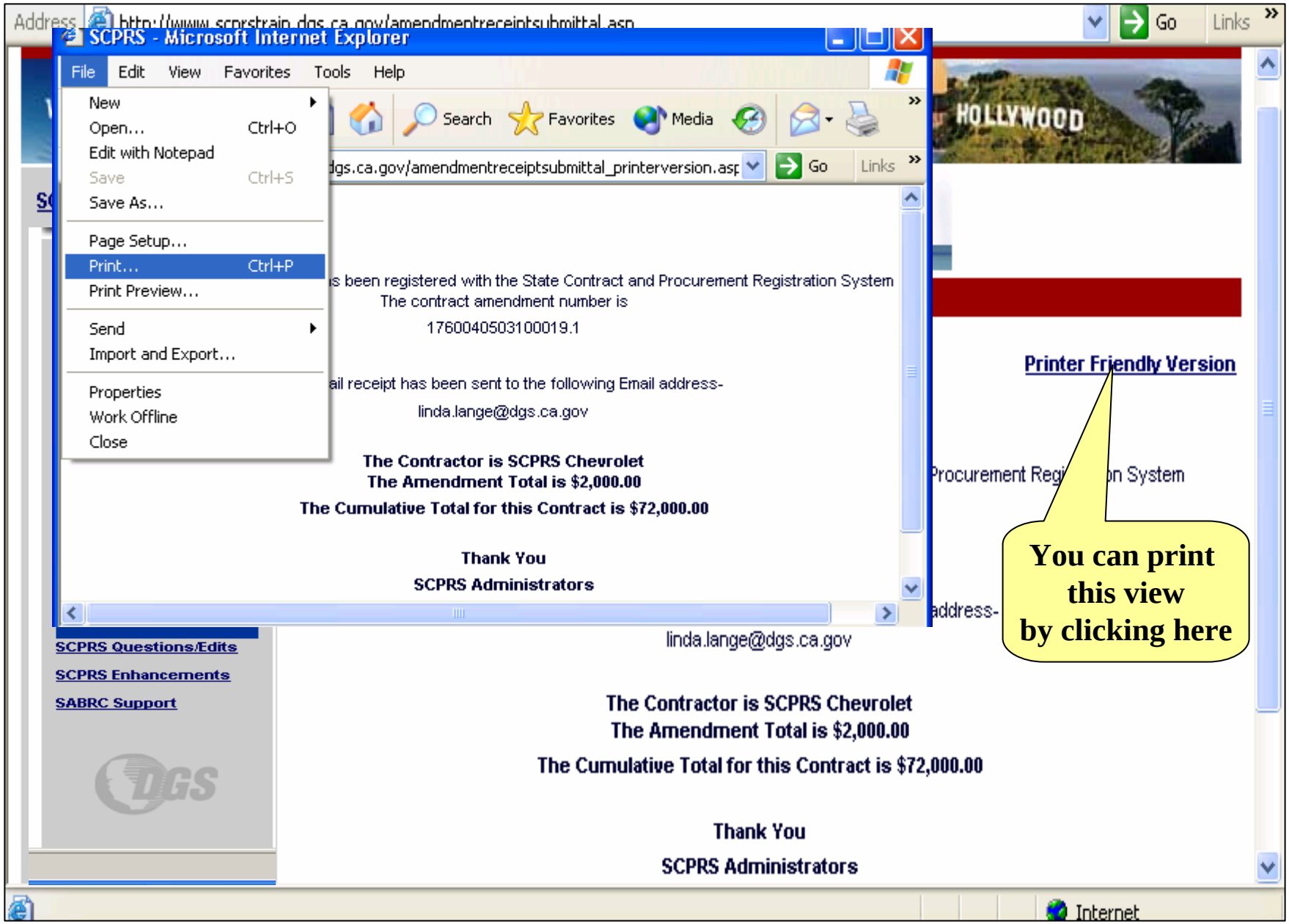
An Email receipt has been sent to the following Email address
linda.lange@dgs.ca.gov

The Contractor is SCPRS Chevrolet
The Amendment Total is $2,000.00
The Cumulative Total for this Contract is $72,000.00

Thank You
SCPRS Administrators

Done Internet

MODULE 4 - Add amendment



State Contract and
Procurement Registration System (SCPRS)
Training Demonstration

<u>THIS ENDS MODULE 4</u>

ADD AMENDMENT

Press ESC (escape) on your keypad
to close this module. You will be returned
to the Training Menu, then click on the next module.

State Contract and Procurement Registration System (SCPRS) Training Demonstration (revised 8/1/06)

MODULE 5

CONTRACT and AMENDMENT SEARCH

Training URL address:
http://www.scprs.dgs.ca.gov

MODULE 5 - Contract Search

Address http://www.scprstrain.dgs.ca.gov/main.asp Go Links

Tuesday, May 20, 2003

Welcome to California

HOLLYWOOD

Procurement DGS

search

My CA

Click here to search for Registered Contracts or Amendments

- SCPRS Home Page
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- SABRC Support

Welcome to the State Contract and Procurement Registration System

To register a new contract, select the Add Contract link on the left side of this page.

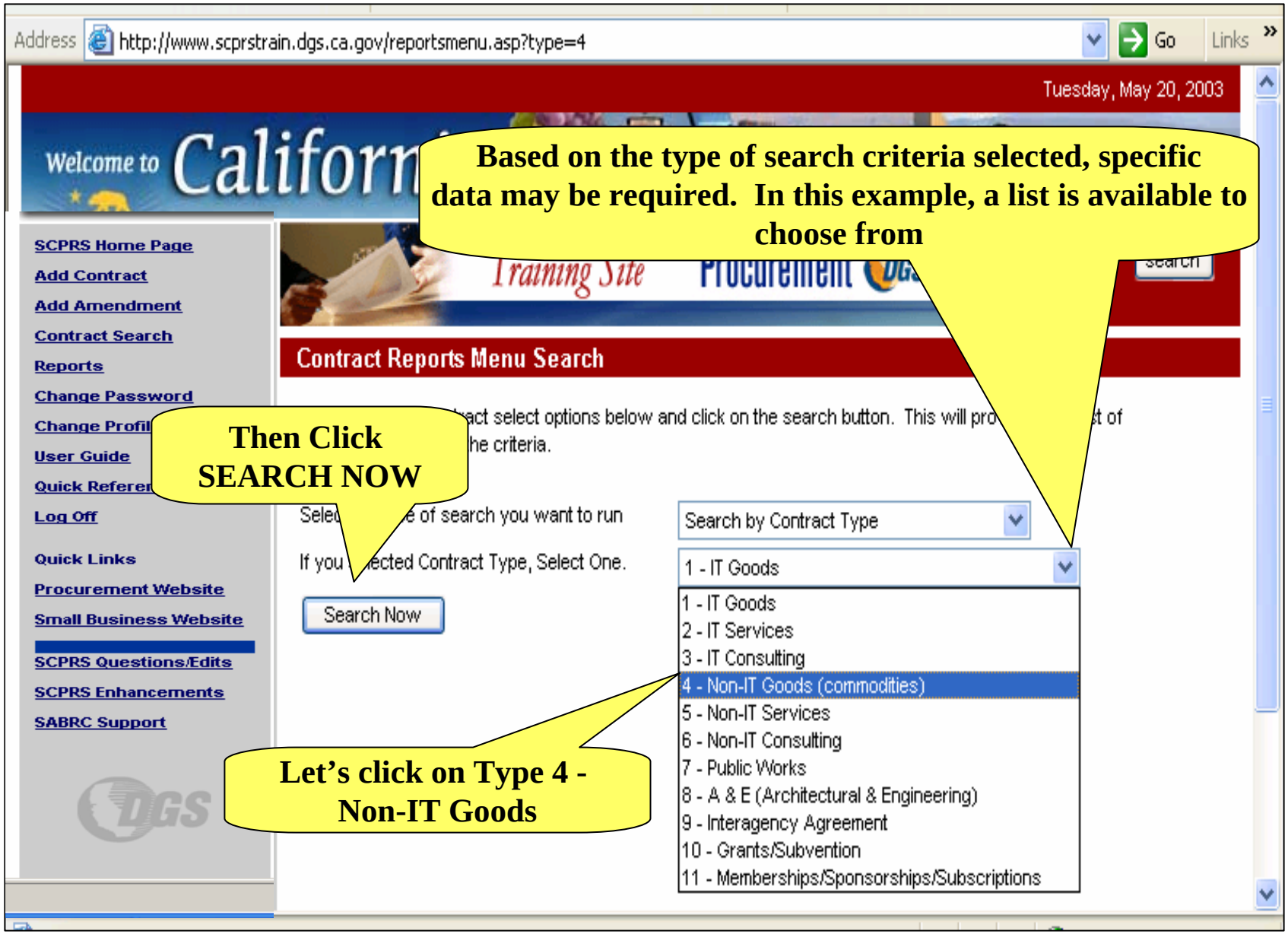
All data fields provide a help text by clicking on the link over the data field, For example, click on the Description of Goods/Services link and a help window will appear with instructions to complete that data field.

To register an amendment to an existing contract, select the Add Amendment link on the left side of this page. As with the Add Contract link, all data fields provide help text by clicking on the link over the data field.

Internet

MODULE 5 - Contract Search

MODULE 5 - Contract Search



A list of registered contracts display. You can only view your own Department's contracts unless you have been given other permissions.

If you have created an amendment, they do not display here. You will need to access the originating entry to view.

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Printable Version

1760040503100019
Contractor Name : SCPRS Chevrolet
Dept. Contract No./P.O. No. : 13333
Description : Corvette
Amount : $70,000.00

1760040503100017
Contractor Name : Plasma Inc.
Dept. Contract No./P.O. No. : 5555
Description : Plasma TV
Amount : $8,000.00

1760040503100016
Contractor Name : Plasma Inc.
Dept. Contract No./P.O. No. : 44-4555555
Description : Plasma TV
Amount : $8,000.00

1760040503100015

To view, click on registration #

You can also print this list

The registered contract displays.
This is a view screen only.
No modifications can be made.

You can also print this registration by clicking here

If there are amendments, they will be available by clicking the VIEW button.
In this example, there are no amendments.

SCPRS - View Contract

File Edit View Favorites

Back

Address http://www.scprst

Go Links

Welc

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My CA

View Con

Printable Version

Dept/Agency Name
Test Agency

Original Entry Date
03/27/2006

Sub-Unit Name
C&Ptest

Contract Type
Non-IT Goods (commodities)

Dept. Delegation No.
9G-1006-DOT.HQ1

Contracting Method
CA Strategic Sourcing Initiati

Dept. Contract No./P.O. No.
22-56789

Original Beginning Term
03/03/2003

No. of Amendments
0 Add

Description of Goods/Services
PAPER

Contractor Name
J & M NOD

Address

Address 2

Address 3

City

State/Province
CA

Region/Territory

Postal Code

Country
United States

Phone Number

Email Address

Vendor FEIN
xxxxx0001

Small Business
No Yes

Micro Business
No Yes

Disabled Veteran
No Yes

Internet

start SnagIt MetaFr... 4 Citr... Camta... Camta... Power... Inbox ... Micros... 6:51 AM

DO NOT CLICK CLOSE. It will close SCPRS program down. Click BACK to return from this view. You will need to click BACK again to return to the list of registered contracts.

Click FILE menu option and PRINT

SCPRS - View Contract - Mic

File Edit View

Back

Address http://www.scprstrain.c

Go Links

v Contract - 00000306

gency Name
gency
t Name

Original Entry Date
03/27/2006

Type
ods (commodities)
g Method
ic Sourcing Initiative (CSSI)
act No./P.O. No.

PIN No.

Dept. Delegation No.
9G-1006-DOT.HQ1
Leveraged Contract No.
1-00-20-06
Financed or Leased
No Yes

SABRC Reportable
No Yes

g Term
nts Total

Original Contract Amount
$123,456.00
Cumulative Total
$123,456.00

PAPER

Contractor Name
J & M NOD

Address

Address 2

Address 3

City

State/Province
CA

Region/Territory

Postal Code

Country
United States

Phone Number

Email Address

Vendor FEIN
xxxxx0001

Small Business
No Yes

Micro Business
No Yes

Disabled Veteran
No Yes

Done

Internet

start SnagIt MetaFr... 4 Citr... Camta... Camta... Power... Inbox ... Micros... 6:53 AM

State Contract and
Procurement Registration System (SCPRS)
Training Demonstration

<u>THIS ENDS MODULE 5</u>

CONTRACT and
AMENDMENT SEARCH

Press ESC (escape) on your keypad
to close this module. You will be returned
to the Training Menu, then click on the next module.

State Contract and Procurement Registration System (SCPRS) Training Demonstration (revised 8/1/06)

MODULE 6

REPORTS

Training URL address:
http://www.scprs.dgs.ca.gov

Address
http://www.scprstrain.dgs.ca.gov/main.asp
Go
Links
Tuesday, May 20, 2003
Welcome to California
HOLLYWOOD
Training Site
Procurement DGS
search
My CA
SCPRS Home Page
Add Contract
Add Amendment
Contract Search
Reports
Change Password
Change Profile
User Guide
Quick Reference Guide
Log Off
Quick Links
Procurement Website
Small Business Website
SCPRS Questions/Edits
SCPRS Enhancements
SABRC Support
Click here to run Reports
tract and Procurement Registration System
To register a new contract, select the Add Contract link on the left side of this page.
All data fields provide a help text by clicking on the link over the data field, For example, click on the Description of Goods/Services link and a help window will appear with instructions to complete that data field.
To register an amendment to an existing contract, select the Add Amendment link on the left side of this page. As with the Add Contract link, all data fields provide help text by clicking on the link over the data field.

The Reports Screen displays. Select or type in the desired criteria

New Parameter "Beginning date"

Once you have entered the selected criteria, click on GET REPORT

SCPRS - Contract Reports - Microsoft Internet Explorer

File Edit View Favorites Tc

Back

Address https://www.scprs.dgs.

SnagIt

Welcome to California

SCPRS Home Page
Add Contract
Add Amendment
Quick R ide
Log Off
Quick Links
Procurement Websi
Small Business Website
SCPRS Questions/Edits
SCPRS Enhancements
SABRC Support

Procurement DGS

search

My CA

SCPRS Contract Reports

Make your selection from the choices given below and click on 'Get Report' to get a report based on contracts/amendments information.

Reporting Agency: Department of General Services

Contract Type: Select One

Contracting Method:
Select One or More
All Contracting Methods
1 - Do Not Use - (Formerly Competitive Bid (CB))
2 - Non-Competitive Bid (NCB)

Contract Reg. No.

Dept. Contract/PO No.

Contractor Name

Leveraged Contract No.

Financed/Leased

Business Type: Select One

Entry Date: After:

Beginning Date: After:

Cumulative Contract $: From $:

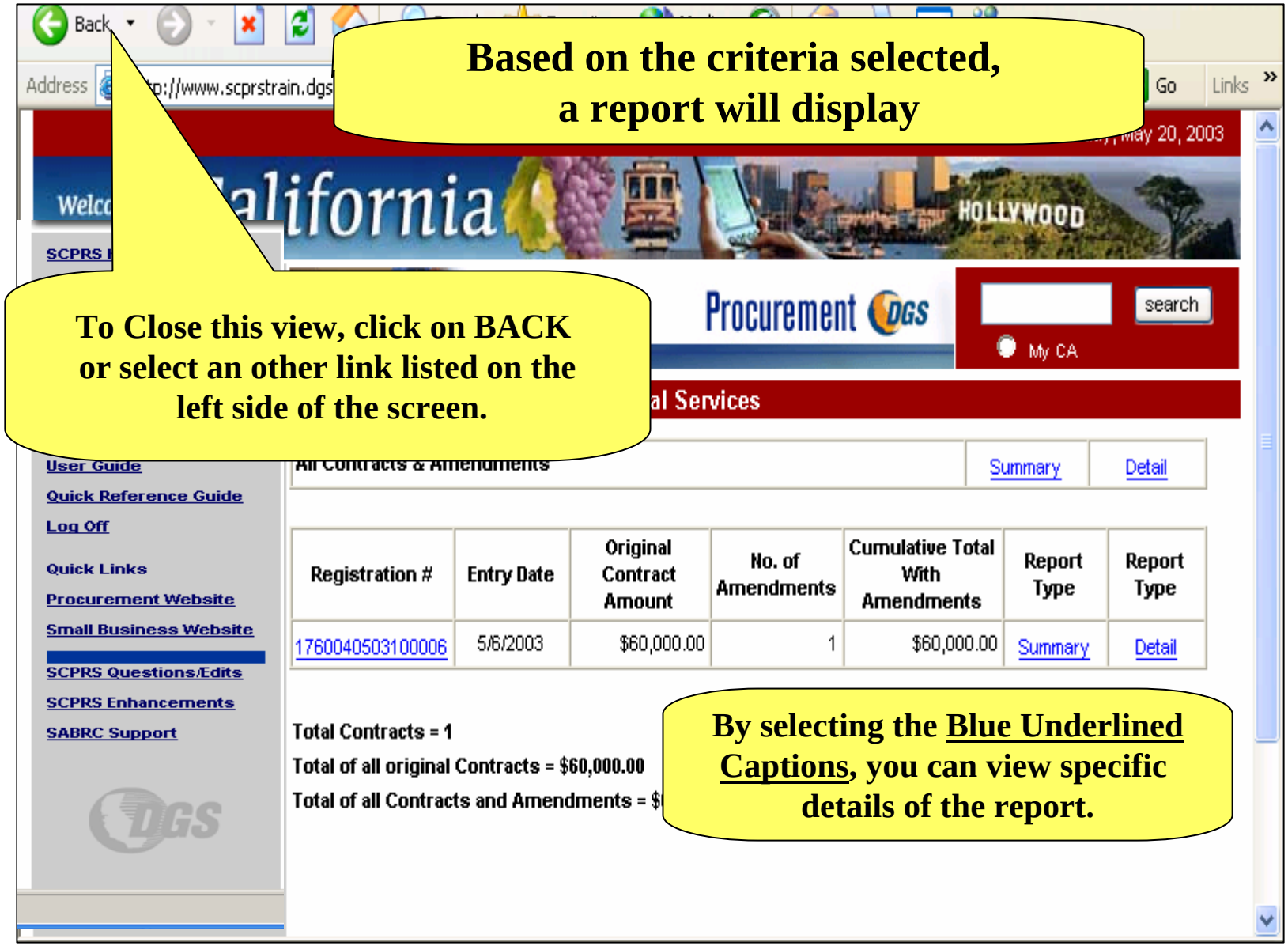
Report Type: List Summary Detail

Report Format: On Screen Excel Spreadsheet Text File

Get Report Clear

Internet

Start scpreg Inbox - Microsoft ... SCPRS - Contra... SABRC Support P... Module6New 8:59 AM



Based on the criteria selected, a report will display

To Close this view, click on BACK or select an other link listed on the left side of the screen.

By selecting the <u>Blue Underlined Captions</u>, you can view specific details of the report.

State Contract and
Procurement Registration System (SCPRS)
Training Demonstration

<u>THIS ENDS MODULE 6</u>

REPORTS

Press ESC (escape) on your keypad
to close this module. You will be returned
to the Training Menu, then click on the next module.

State Contract and Procurement Registration System (SCPRS) Training Demonstration

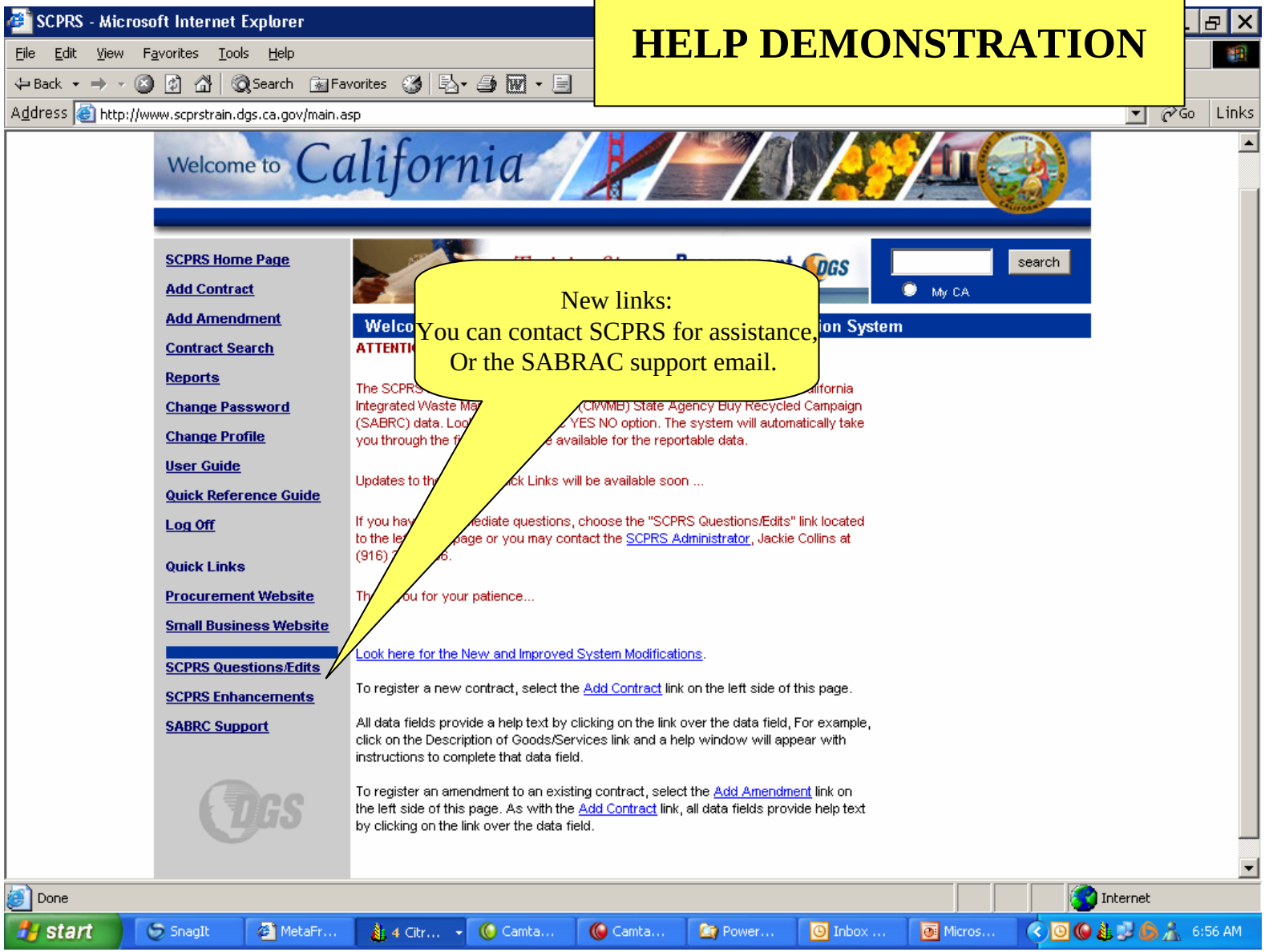
MODULE 7

HELP, Log Off, and Request Corrections/Edits

Training URL address:
http://www.scprs.dgs.ca.gov

MODULE 7 - HELP, Log Off and Request Corrections/Edits

HELP DEMONSTRATION



New links:
You can contact SCPRS for assistance,
Or the SABRAC support email.

HELP brings you to the Agency Users Manual

Click here to close

Address http://www.pd.dgs.ca.gov/scpreg/default.htm

- Selling to the State
- Direct Purchases
- Assisted Purchases
- Financial Marketplace
- Transportation
- Materials
- Records Management
- Consulting
- Training
- Policy & Procedure
- Publications
- Site Map

Users Manual - State Contract Procurement Registration System (SCPRS)

Agency Users Manual
State Contract Procurement Regi
Procurement Divi
May 5, 20

Select a section of the User manual you want to view.

Table of Contents

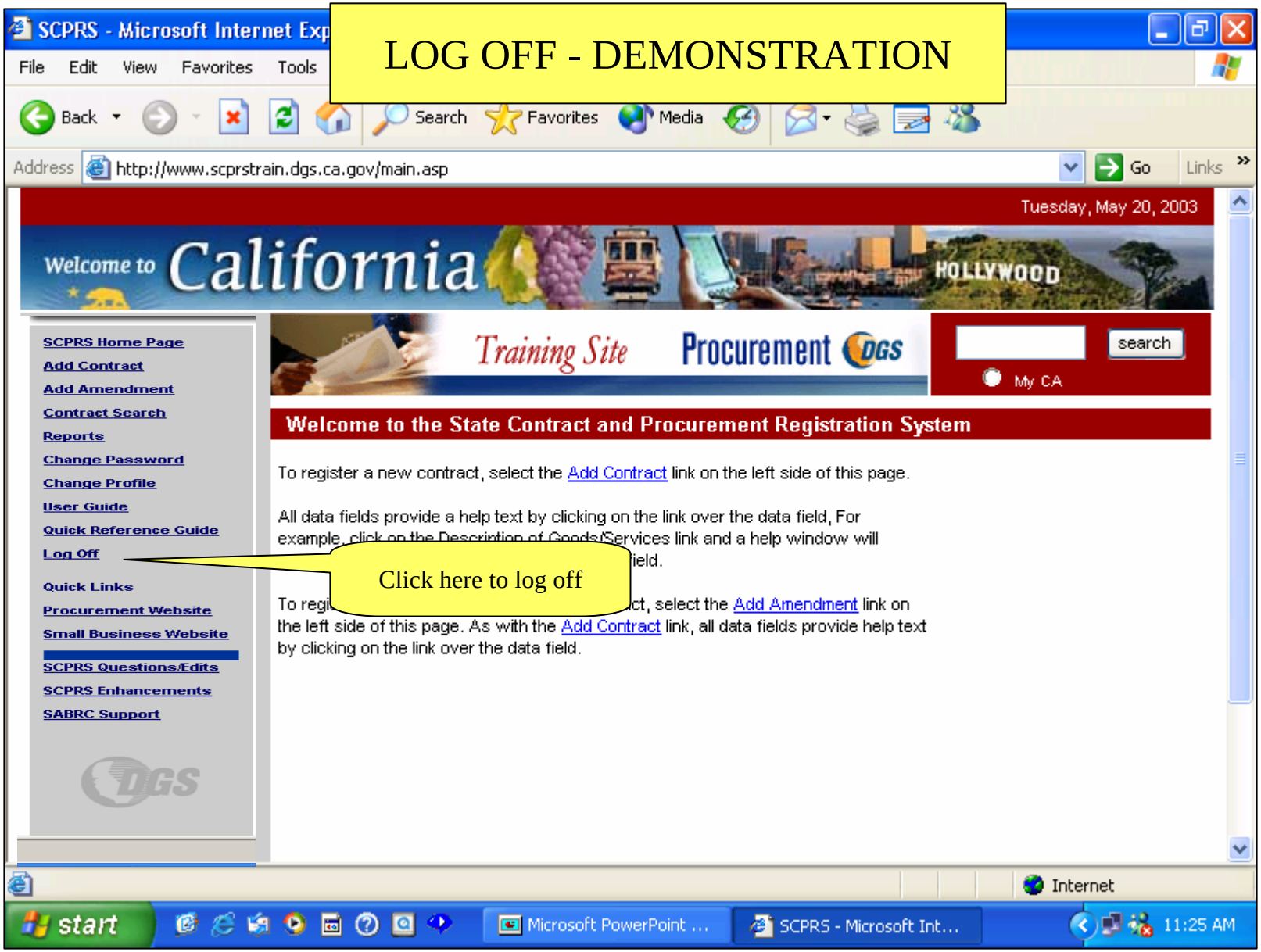
Section 1 Introduction, Log-In, Password, Contact Us
Section 1a Introduction (continued)
Section 2 Welcome
Section 2a Welcome (continued)
Section 3 Add Contract
Section 3a Contract (continued)
Section 4 Add Amendment
Section 4a Amendment (continued)
Section 5 Query/Reports
Section 5a Query/Reports (continued)

To Print this manual, select one of the download options

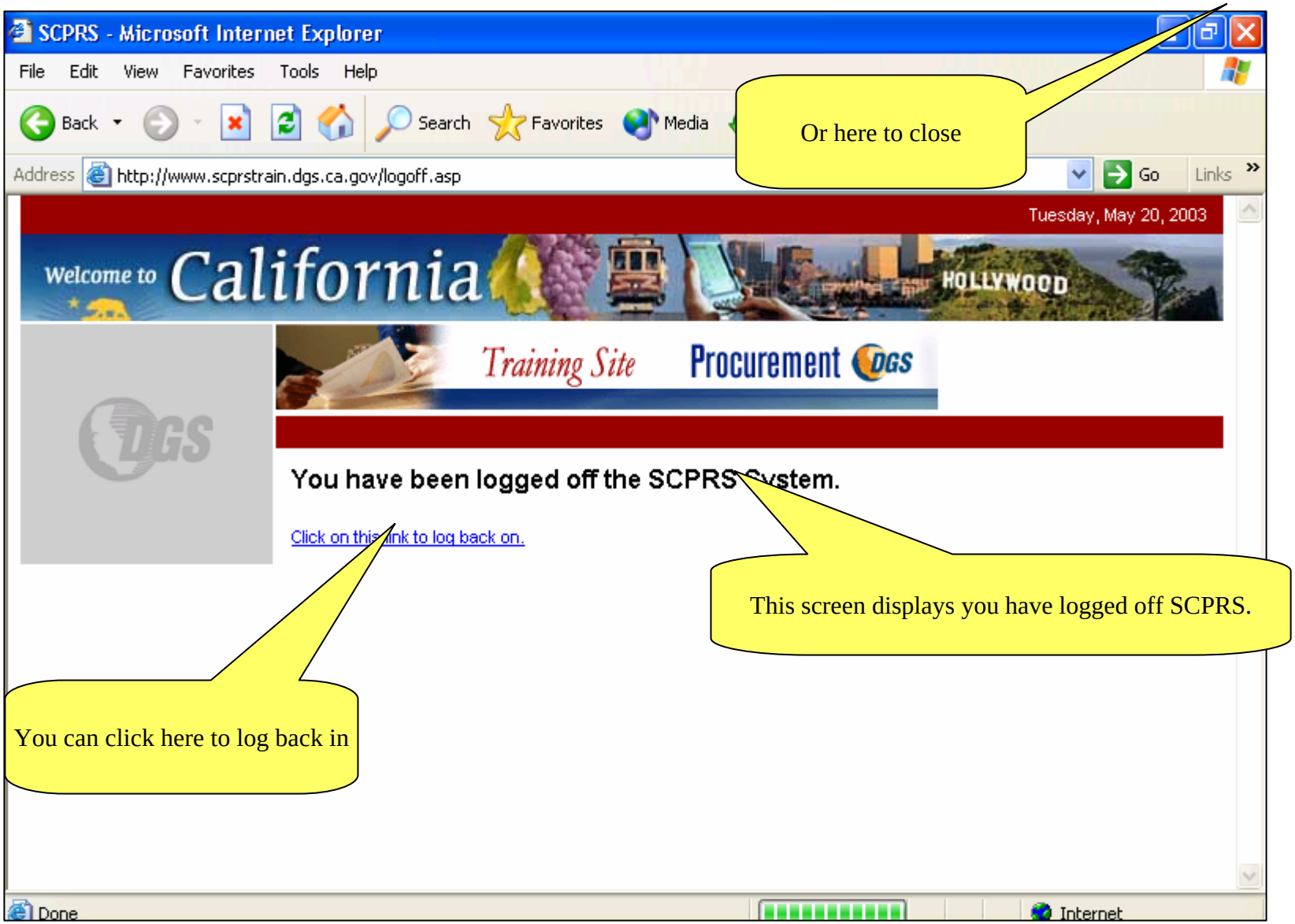
These links take you to various web sites within DGS

Download the entire 50 page document at one time:
PDF format (2.7MB); or ZIP format (2.5MB)

LOG OFF - DEMONSTRATION



MODULE 7 - HELP, Log Off and Request Corrections/Edits



REQUEST CORRECTIONS/EDITS

All corrections within SCPRS screens have to be made by the SCPRS Administrators.

Any corrections required at the SABRAC screen
Must be corrected by CIWMB Administrators

Click here to request corrections

Click here to request assistance for SABRAC – you will Be connected to CIWMB support

SCPRS - Microsoft Internet Explorer

File Edit View Favorites Tools

Address http://www.scprstrain.

Welcome to California

- SCPRS Home Page
- Add Contract
- Add Amendment
- Contract Search
- Reports
- Change Password
- Change Profile
- User Guide
- Quick Reference Guide
- Log Off

Quick Links

- Procurement Website
- Small Business Website
- SCPRS Questions/Edits
- SCPRS Enhancements
- SABRC Support

Welcome to the

ATTENTION ALL SCPRS CUSTOMERS

The SCPRS has recently added a new feature that will allow you to report California Integrated Waste Management Board (CIWMB) State Agency Buy Recycled Campaign (SABRC) data. Look for the SABRC YES NO option. The system will automatically take you through the fields that will be available for the reportable data.

Updates to the SCPRS Quick Links will be available soon ...

If you have any immediat Edits" link located to the left of the page o ckie Collins at (916) 376-1966.

Thank you for your

Look here for the New and Improved System Modifications.

To register a new cont of this page.

click on the Description eld, For example, instructions to complete appear with

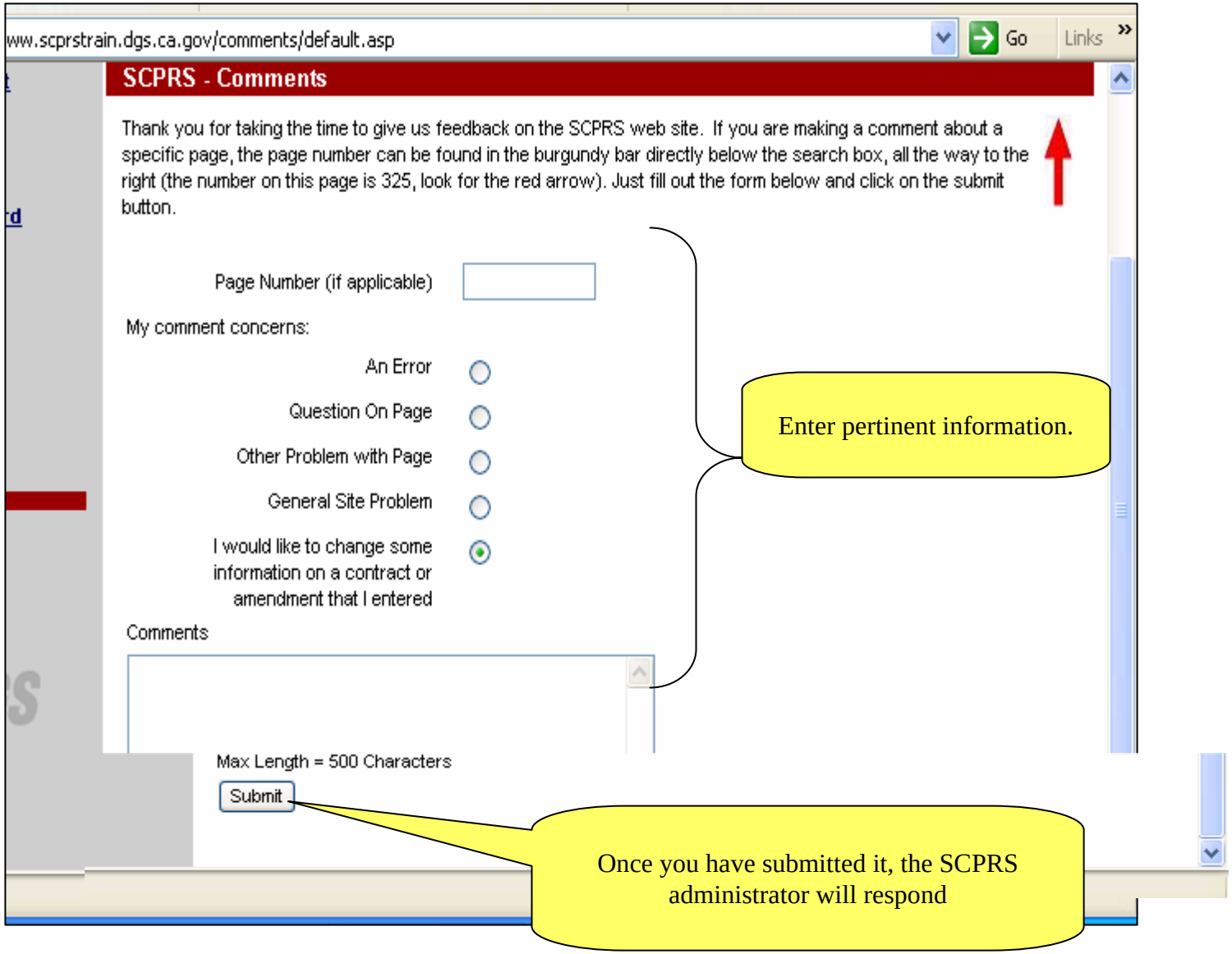
To register an amendme ndment link on the left side of this page provide help text by clicking on the link over the data field.

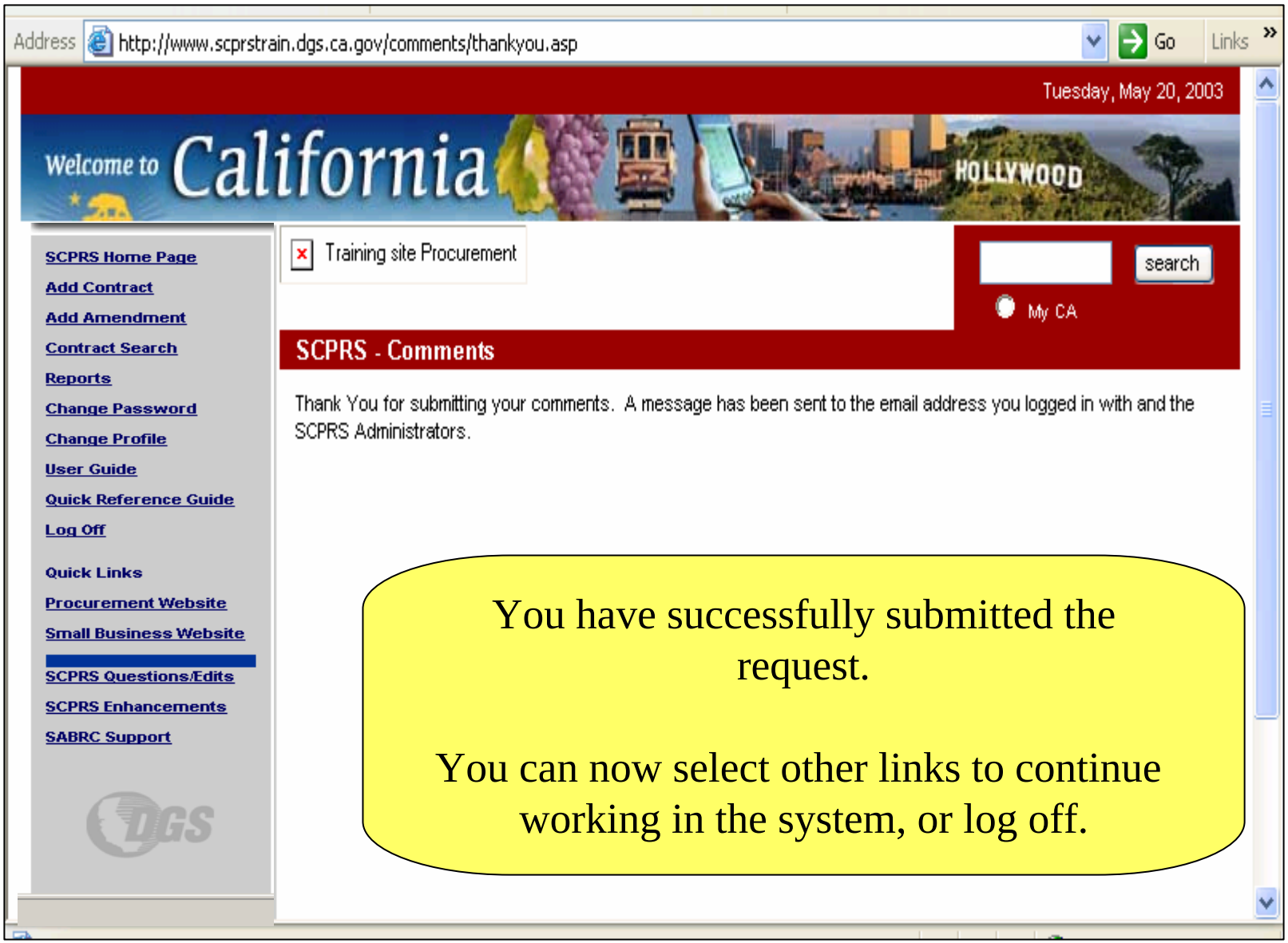
Done

Internet

start SnagIt MetaFr... 4 Citr... Camta... Camta... Power... Inbox ... Micros... 6:56 AM

MODULE 7 - HELP, Log Off and Request Corrections/Edits





You have successfully submitted the request.

You can now select other links to continue working in the system, or log off.

CONGRATULATIONS!

You have successfully completed the SCPRS Training Demonstration

TO RECORD YOUR TRAINING and RECEIVE A CERTIFICATE OF COMPLETION

Return to the Training Main Menu and click on the Registration and Certification Training Link