

Add Contract

General Information

Basic rules apply to all SCPRS screens.

- 1) All contracts over \$5000 are required to be entered into SCPRS
 - 2) If an amendment has to be added, then all previous contracts and amendments have to be added as well.
 - 3) An asterisk next to the field indicates the field is required.
 - 4) By clicking on the field title, you can view details about that field. It is especially helpful when selecting Contract Types and Contract Methods.
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How to Add a Contract

Once you have accessed the SCPRS main menu:

<https://www.scprs.dgs.ca.gov> click on the **Add Contract** link on the left side of the screen to begin registering contracts.

Screen Contents

Following describes what is needed for each field on the screen. Even though some fields do not have an asterisk, they may be required based on contract type/contracting methods selected. Once you have submitted the information you may be prompted to go back to certain fields and complete.

Step	Field	Action
1	Agency Name	DEFAULTS: The first field of the screen displays your agency's name and cannot be modified.
2	Date	DEFAULTS: The date defaults automatically and cannot be modified.
3	Sub Unit Name	REQUIRED: Select the sub-unit name by selecting from the drop down list. If your sub-unit name is NOT there, you will need to select OTHER, which brings up another field so you can type it in. Once it has been entered, it will become available to all users within that Department/Agency.
4	Contract Type	REQUIRED: Use the drop down window to select. <u>DO NOT USE</u> the DO NOT USE options. (For more details, click on the Field Title.)
5	Dept. Delegation Number	NOT Required, however, if selected contract type: IT Goods or Services, IT Consulting Services, or Non-IT goods (commodities), the delegations number is required.

Continued on next page

Add Contract, Continued

Screen Contents (continued)

Step	Field	Action
6	Description of Goods/Services	REQUIRED: Enter the description of items.
7	Contractor Name	REQUIRED: Enter Contractor Name.
8	Dept. Contract #/PO No.	REQUIRED: Enter the agency reference number or contract number.
9	PIN No.	NOT Required: Enter the Procurement Information Network (PIN) number if you have entered data into that system.
10	Financed or Leased	NOT Required: Select one of the toggle buttons – yes or no. Defaults to no.
11	Vendor FEIN	NOT Required: However, will be required based upon contracting method/type selected. (See User Guide for more information on FEIN)
12	Contracting Method	REQUIRED: Use the drop down window to select a contracting method. DO NOT USE the DO NOT USE options. (For more details, click on the Field Title)
13	Leveraged Contract	NOT required: If this is a contract, place the contract number here
14	Small Business	Defaults to no. Be sure to select if this is a small business or not. (At this time, we are unable to identify sub-contractor small businesses.)
15	Disabled Veteran	Not available at this time
16	Micro Business	Not available at this time
17	Original Beginning Term	REQUIRED: Enter the date of the document.
18	Original Ending Term	NOT Required: If this is a single purchase document, ending term is not required. If this is an actual contract, be sure to put the ending date of the contract.
19	Original Contract Amount	REQUIRED: Put the total from the document. (If the total includes tax, it will also need to be included in SCPRS.)

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Add Contract, Continued

Submitting contract

Once you have filled out the contract screen, follow the steps below:

Step	Action
20	Click on Submit (If there is missing information, the system will prompt you to return to the field and complete. Once you have completed missing data, click on Submit again.)
21	When successfully entered: <ol style="list-style-type: none">1) a message will display indicating the contract has been registered.2) The registration number will appear on the screen3) Put this registration number on the document prior to sending out
22	You are now ready to enter another registration. Click on Add Contract on the left side of the screen to continue. Otherwise click on Log Off to exit.
