



State Contract and Procurement Registration System
(SCPRS)

Reference Guide

Table of Contents

New User Log In.....	1
Password	3
Add Contract	4
Add Amendment	7
Contract and Amendment Search	9
Printing Registered Contracts	10
Request Corrections/Feedback.....	11
Reports	12
Log Off and System Time Outs	13
User Guide and FAQ's.....	14
Training and Support	14

December 17, 2003

SCPRS Reference Guide

New User Log In

New User

As a new user, you will need to request a user ID and password. Follow the steps below:

Step	Action
1	Access SCPRS at https://www.scprs.dgs.ca.gov .
2	Click on the Log In to SCPRS link to the left side of the screen.
3	Click on New User link
4	Enter the information. All fields required has an asterisk.
5	Then Click on Submit
6	A number of options may appear at this time <ol style="list-style-type: none">1) A drop down list will be available. Select your department.2) Your department will display, however, a small box will display below asking if you are logging in under another department. If you are not, then continue with step 7. If you are, then click the small box and follow the screen prompts to complete the log in access request.3) If your department is not listed on the drop down, then click the box below that indicates your department is not listed and follow the screen prompts to complete the log in access request.
7	Click on Submit (if you selected option one or two above)
8	You will receive a message that says: “Your account has been created but is NOT authenticated....” This means that you will need to wait until you receive an email indicating you have been authenticated before trying to log in again.

Continued on next page

UNew User Log In, Continued

**After
Authentication**

Once you have received an email indicating you have been authenticated, you can now log into the system.

Note: It is a good idea to reset your password immediately after logging in – the password you received is system generated and may be hard to remember. Go to “Password” section of this reference guide for instructions.

Step	Action
1	To access SCPRS, go to https://www.scprs.dgs.ca.gov website
2	Click on Log In to SCPRS link located on the left side of the screen
3	Type in your email address. (i.e. linda.lange@dgs.ca.gov)
4	Type in the password you received via email
5	Click on Sign In
6	You will be brought to SCPRS main menu. Do not skip this screen – be sure to read the information as it updates you periodically on changes to the system. (If you create a bookmark, be sure to bookmark this screen.)
7	Now you are ready to begin working in SCPRS.

Password

Change Passwords

Once you have logged into the system, it is a good idea to change your password immediately. You may want to change your password periodically as well. After changing your password, make note of it. If you forgot your password, go to the “Forgot Password” section of this reference guide for instructions.

Step	Action
1	Once you have accessed SCPRS main screen, click on the Change Password link on the left side of the screen.
2	Enter the system-generated password (this is either the password you created and you want to change or the system generated password.)
3	Enter the new password (you can use letters or numbers and at least 8 characters long)
4	Re-enter the new password again
5	Click on Submit
6	You will receive a message indicating your password has been changed and an email with the new information has been sent to you.

Forgot Password

If you have forgotten your password, follow the steps below:

Step	Action
1	Once you have accessed the SCPRS main menu, click on Log In to SCPRS link on the left side of the screen
2	Click on Forgot Password link below the user and password fields.
3	Enter your email address
4	Click on Submit
5	An email will be sent to you with your user ID and last password you had.
6	You can return to the SCPRS log in screen and continue logging in.

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.

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 type it in. Once it has been entered, it will become available from the drop down. (This will become available in January.)
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	SABRC Reportable	You must choose No or Yes - if you choose Yes, a 2nd screen will pop up for you to report CIWMB - State Agency Buy Recycled Campaign (SABRC) data.
12	Vendor FEIN	NOT Required: However, will be required based upon contracting method/type selected. (See User Guide for more information on FEIN)
13	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)
14	Leveraged Contract	NOT required: If this is a contract, place the contract number here
15	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.)
16	Disabled Veteran	Not available at this time
17	Micro Business	Not available at this time
18	Original Beginning Term	REQUIRED: Enter the date of the document.

Continued on next page

Add Contract, Continued

Screen Contents (continued)

Step	Field	Action
19	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.
20	Original Contract Amount	REQUIRED: Put the total from the document. (If the total includes tax, it will also need to be included in SCPRS.)

Submitting contract

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

Step	Field	Action
21	Submit	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.)
22	SABRC Reportable	If you choose YES on SABRC Reportable above, you will be transferred to a second screen to enter SABRC Reportable data.
23	Record Registered	When successfully entered: 1) a message will display indicating the contract has been registered. 2) The registration number will appear on the screen 3) Put this registration number on the document prior to sending out
24	Registration Complete	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.

Add Amendment

Searching Contract Registration

Amendments can only be added when the contract it pertains to has already been registered. If the contract has not been registered in SCPRS, it and other amendments prior will need to be entered before adding any new amendments. See steps below to search for the contract to amend:

Step	Action
1	While at the SCPRS main menu, click on Add Amendment link on the left side of the screen.
2	You will need to reference the original registration number. Select an option for your search criteria using the drop down window to locate. A second may appear based on the type of search criteria selected. Complete the fields required.
3	Click on Search Now
4	Click on the registration number that is associated with this amendment
5	The Add Amendment screen displays.

Add Amendment

You should be at the **Add Amendment** screen. Many of the fields default based on the original registered contract. We will only complete the fields remaining. Follow the steps below to complete:

Step	Field	Action
1	Description of Amendment	REQUIRED: Type in the description of the items/services, etc. amending the contract
2	Contractor Name	REQUIRED: This field defaults, however, if the information is different, you will need to enter it.
3	Dept. Contract No./PO. No.	REQUIRED: This field defaults, however, if the information is different you will need to enter it.
4	PIN No.	NOT Required: If you use the PIN system, then put that number here, otherwise skip.
5	Vendor FEIN	Defaults

Continued on next page

Add Amendment, Continued

Add Amendment (continued)

Step	Field	Action
6	Contracting Method	REQUIRED: This field defaults, however, if the information is different you will need to enter it.
7	Leveraged Contract Number	NOT Required: If using a contract for this amendment, enter the number.
8	Number of Prior Amendments	This is a field you can view prior amendments.
9	All Amendment Totals	This field is automatically calculated and will include all amendment totals.
10	Cumulative Totals	This field is automatically calculated to add all amendments and contract amounts.
11	Amendment Beginning Term	REQUIRED: Select a date using the calendar. This is the date of the amendment.
12	Amendment Ending Term	NOT Required: Select a date using the calendar. If this is a contract that does not have an ending term, leave blank.
13	Amendment Total	REQUIRED: Enter the amendment amount.

Submitting Amendment

Once you have completed the screen contents, follow the steps below to submit the amendment:

Step	Action
14	Click on Submit . (If information is missing, the system will prompt you to return to the fields and complete. Once you have entered all the missing data, click on Submit again, to continue processing.)
15	When successful: 1) The registration number displays. 2) Place the registration number on the document before mailing out.
16	You are now ready to continue working in SCPRS or click Log Off on the left side of the screen to exit.

Contract and Amendment Search

Searching Contracts

There may be times you need to review a previously entered contract or amendment (as shown previously). Before viewing amendments, you will need to bring up the contract. Follow the steps below to view a registered contract:

Step	Action
1	While at the SCPRS Main Menu, click on Contract Search link on the left side of the screen.
2	Select the search criteria using the drop down window. Depending on the criteria selected, you may be asked to provide more information.
3	Click on Search Now
4	Once the list of contracts is displayed, click on the contract you want to view.

Searching Amendments

Before viewing amendments, you will need to find the initial contract as described above. Follow the steps below to view the amendment:

Step	Action
1	Follow steps 1-3 as described above in searching contracts.
2	Click on Amendment link next to the contract to view the amendments. You can also open the contract up and view the amendments by clicking on Number of Amendments <u>view</u> button.

Printing Registered Contracts

How to print a registration

You may have a need to print a registration. Follow the steps below to print:

Step	Action
1	While viewing the registered contract/amendment, click on Printer Friendly Version located at the upper right of the screen.
2	Click on File menu option, and Print . (This is done as you would print any other document)

Request Corrections/Feedback

How to request corrections

Corrections are made using the request corrections link. Users cannot make corrections; they have to be corrected by the SCPRS Administrators. To request corrections on a registered contract, follow the steps below.

Step	Action
1	After you have logged into SCPRS, click on the REQUEST CORRECTIONS/FEEDBACK link on the lower left side of the screen.
2	Click on the Request Corrections button
3	Your name and other personal information may automatically populate. If not, complete the fields.
4	Enter the contract registration number you need corrections on. This is required.
5	Then enter your comments.
6	Click on SUBMIT
7	The request will be submitted immediately and a SCPRS Administrator will respond via email or phone by the close of business the following business day, if not sooner.

Using the Feedback Link

You can enter comments concerning any aspect of the system. Follow the steps above. The only difference is that you click on the FEEDBACK button. This information is brought before the SCPRS team for discussion. If a response is required, a SCPRS Administrator will follow-up.

Reports

Reports Available

You have the ability to run the following reports:

SCPRS User Reports
Contract Reports

Note: For other reports that are not available here, contact the SCPRS Administrator at scprsadministrator@dgs.ca.gov for assistance.

How to run SCPRS User Reports

Follow the steps below to run a SCPRS User Report:

Step	Action
1	While at the SCPRS Main Menu, click on the Reports link on the left side of the screen.
2	Select the link SCPRS User Reports
3	This report lists the user and contracts they have entered into SCPRS.
4	Click on the name of the user you want to view. Contract details will display.

How to run Contract Reports

There are a number of criterions you can use to run specific reports from contracts registered in the system. Follow the steps below:

Step	Action
1	While at the SCPRS Main Menu, click on the Reports link on the left side of the screen.
2	Click on Contracts Reports link.
3	The report screen appears displaying all the fields available for you to search by. Enter the data you want to search by.
4	Now select how you want to view the report. 1) List (displays a column list of contracts) 2) Summary (displays a brief summary of the contracts) 3) Detail (displays a complete detail of every field entered for this contract)

Continued on next page

UReports, Continued

Report Format You will need to determine if you want to:

- 1) View the report on screen
- 2) View the report in excel spreadsheet
- 3) View as text only

Select the radio button next to the desired format

Get Report Click on **Get Report** once you have determined how you want the report to be run. This may take a few minutes.

Printing Reports Once you have displayed the report, you can print as you would any other document. Select **File** menu option and **Print**.

Log Off and System Time Outs

How to Log Off From anywhere in the system, you can log off by clicking on **Log Off** on the left side of the screen.

You will be informed that you are attempting to log off, and if you still desire to log off, click on the X (close) in the upper right hand corner.

System Time Out The system automatically times out after 25 minutes of non-use. You will then be automatically timed out and will have to log back in again.

User Guide and FAQ's

Accessing the User Guide

The User Guide is your source of “Help”. It provides you with up to date information utilizing SCPRS. There are a number of ways to view the User Guide:

- 1) Click on **User Guide** on the left side of the screen
- 2) While viewing any of the field descriptions, the User Guide is available.

Once you have accessed the User Guide, select the various sections that you want to view. You can download the document using the links at the bottom of the screen, or simply view.

FAQ's

The Frequently Asked Questions is a great reference resource. Many of your questions have been addressed here, so it is a good idea to read through them. The FAQ's are available at <https://www.scprs.dgs.ca.gov>. The FAQ link is on the left side of the screen.

Training and Support

On-Line Training

On-Line training is available at <https://www.scprs.dgs.ca.gov> then select the medium you want to use.

- 1) Media Player
- 2) Power Point

If you do not have access to either one of these options, you can request a copy of the training material by contacting us at scprsadministrators@dgs.ca.gov.

Support

Help is available the following two ways:

- 1) Help Desk line is (916) 376-1966
 - 2) Email us at: scprsadministrators@dgs.ca.gov
-