

Section 1 Introduction

State Contract and Procurement Registration System (SCPRS)

Procurement Division, DGS
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SCPRS Purpose

The purpose of the State Contract Procurement Registration System (SCPRS) is to identify, develop and distribute a system to facilitate the registration of contract information of state agencies for the Department of General Services (DGS). The primary business objectives for the SCPRS include:

Please review the [Overview](#) link on the Introduction page before you log into the SCPRS for background information on the SCPRS. Additionally, refer to Management Memo 03-09, State Contract and Procurement Registration System (SCPRS) May 12, 2003.

MM 03-09 states in part:

"Effective July 1, 2003, all state agencies will be required to enter summary information via the internet regarding all purchases or contracts over \$5000. This information will be electronically filed, thus creating an accurate database of all significant state purchases on a near real time basis. As used herein, the term agency shall include all agencies, departments, boards, commissions or other state bodies whose contracts are generally subject to DGS review and approval pursuant to Public Contract Code 10295."

Exemptions

MM 03-09 also addresses exemptions to this requirement: Requests to exempt specific contracts based on legally required confidentiality or where necessary to protect the State's interest must be submitted to scpr administrators@dgs.ca.gov

Software Requirements

All you need to access SCPRS is an Internet Browser. The following browsers work well with this system but other browsers may be used.

Microsoft Internet Explorer v5.5 or above

Netscape Navigator 4.7.2

Printing Information

Many of the screens include a link to a printable version of the data that appears on the screen. This option is available for you to print the contract data without the frames, coloring and borders that are standard to State of California web sites. When you click on [Printable Version](#) in blue text in the top right of the screen, a new window opens. At

this time, click on the gray **Print** button that is part of the new window's menu across the top of the new window. (Contact your department's computer support or help desk staff if you need further assistance on your office's printing methods.)

If the new window opens part way on your screen and appears to sit on the SCPRS window already opened, you would click on the small 'X' in the far right upper corner of the new window to close it. (See **Reports** in Section 5 of the Users Guide for additional information.)

If the window opens all the way and covers the screen, you will need to click on the gray **Back** button on the top left corner of your Browser window. [**Careful:** If you click on the 'X' in this circumstance you will be closing the SCPRS.]

Introduction Page

The SCPRS Introduction page will appear when a user types in the following address in their browser, <https://www.scprs.dgs.ca.gov>. Remember to include the 's' in the 'https' when you type in the url address to indicate that this is a secure site.



Note: The Introduction Page has a link called [Contact Us](#) that will open an email message box. Any comments, suggestions or requests (other than data correction), can be sent to the SCPRS Administrator. For data correction, please go to the [Request Corrections/Feedback](#) link that is on the left side of the screen after you are logged into the system.

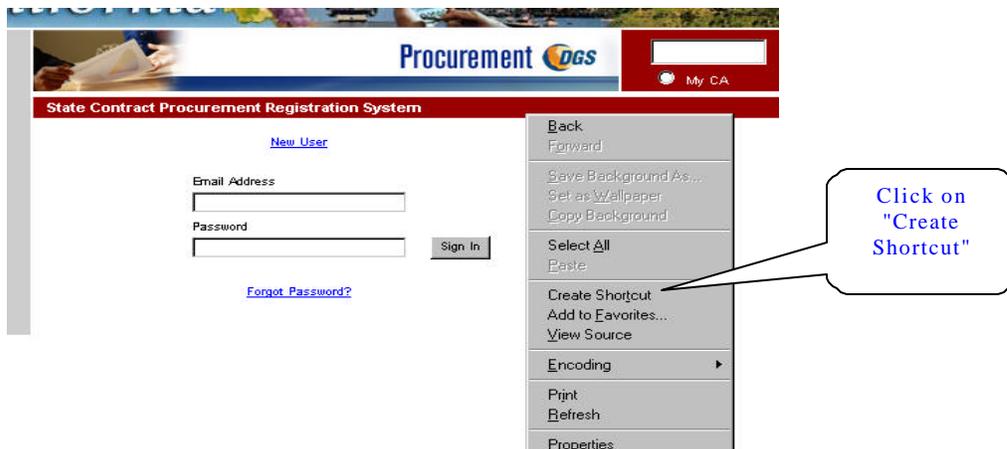
Log In Page

The log in link on the introduction page takes the user to the screen shown below. This log in screen is the entry point for all users into the SCPRS system.



There is a box for the user to enter their email address and a box below that to enter their password. Please note that first-time users **must** click on the [New User](#) link above the email address box. **SCPRS will assign your first password. Do not enter the password that you usually use at your office for your own department's automated systems - it will not work.** You must request a new password from DGS through this link and it will be generated by the SCPRS system. Once you enter the system for the first time with this new password, you can easily change it to another.

For convenience, the user may want to add a shortcut on their desktop to provide a quick link to the SCPRS. At the log in screen, click with the **right button** on top of your mouse. A small menu list appears on your desktop. Select the **create shortcut**. A shortcut icon appears on your desktop screen and allows you to quickly return to the SCPRS system (see screen below for this menu that appears when you right-click your mouse). You can also add the SCPRS log in page to your Favorites list on your browser. (For specific training for your particular Browser software, please contact your department/agency's computer support or help desk staff.)



Go to Section 1a to continue the **Introduction** part of the User Manual