

eProcurement

—how to get started for FREE!

Register to do business with the State*

Step 1: Log on to www.eprocure.dgs.ca.gov—In the *Access eProcurement (eP)* box click on *Register to create a new eP supplier profile*. On the next page, click on the *California Supplier Registration* button on the left-hand side of the page. This is a Free Registration.

Step 2: Regions—At the bottom of the list, click on *de-select all*, then select only California. To the left of the checked box, click on the plus sign (+) to expand the list. You may choose the entire state or selected counties. Click *Next Step*.

Step 3: Goods and Services Search—To select an NIGP commodity/services code, enter a keyword in the first box and click *Search*. Results appear in the **Choose Goods and Services** section below. Check the box next to the matching classifications and click *add*. Those you select show up in the **Verify Your Selection** section. Click *Next Step*.

Step 4: Supplier Registration—Enter your company information, indicate notification preference (fax or email) and under *Create Login*, create your user name and password. Write these down and keep them in a secure location. (UNCHECK *Include BidLync bids (recommended)*—this is BidSync’s fee-based service.) Click on *Complete My Registration*.

Step 5: Supplier Registration Complete—Congratulations, you have successfully registered. You will receive an email within one business day informing you that your account has been activated.

** Note: The DGS eProcurement website is hosted by BidSync which also maintains a fee paying site called BidLync. You do not have to sign on to BidLync to view contracting opportunities with the State of California.*

(See other side for further information.)

www.eprocure.dgs.ca.gov

DGS www.dgs.ca.gov/pd

California Department of General Services • Procurement Division
707 Third Street, 2nd Floor • West Sacramento, CA 95605

Complete the California Profile and get Certified with the State of California:

Step 1: Log on to www.eprocure.dgs.ca.gov—In the *Access eProcurement (eP)* box, click *Login*. Enter your user name and password.

Step 2: Accept the *BidSync User Agreement*.

Step 3: Close the *California Setup* box.

Step 4: Click *Tools* on the Tools bar

Step 5: Under *Profile Setup, Agency*, click *Edit* and deselect everything except *State*.

Step 6: Under *Optional Profile Setup*, click *Edit* and enter a keyword in the first box and click *Search*. Search results appear in the section below. Check at least one UNSPSC classification code and save at bottom.

Step 7: Under *Company Keyword Search Terms*, click *Edit* and enter a few keywords describing what your company does. Click *Confirm*.

Step 8: At the top of *Account Profile Page*, click *HOME*.

Step 9: Under *Profiles*, click *The State of California*.

Step 10: Under *Profile Information*, click *Edit for Identification Number*. Enter either your social security number or your Federal Employer Identification Number (FEIN). Do NOT use hyphens.

Step 11: Under *Profile Information*, click *Edit for The State of California Use Policy* and enter your password and *Accept*.

Step 12: Under *Registration Status*, click *Submit Registration*. (You should get *Registered* in your status block.

Step 13: Under *Certifications*, click *Register your business*. This takes you to the on-line application for California Small Business and DVBE certification.

Gather these documents, then follow the application process:

- Applicant/Affiliate Federal Tax Returns for three most recent tax years
- Federal Employer Identification Number (FEIN)
- Secretary of State Number
- Home address of Officers, Member/Manager and Partners
- Dunn & Bradstreet Number (if applicable)
- Contractors State License Board Number (if applicable)
- Keywords (Since you are limited to 255 characters, do NOT use periods or commas and do NOT repeat words.)