

The Office of Small Business and DVBE Services (OSDS) continues to serve you.

Welcome to the State of California Supplier Map to eProcurement Certification

These instructions were primarily designed to direct DVBE and Small Business (SB) certification applicants to the online certification application. If you are renewing, updating or applying for a DVBE or SB certification, follow these instructions:

1. Complete the BidSync Supplier Registration at www.bidsync.com. Select the **Free Registration** tab. You will receive an email account activation notice within 24 hours.
2. Once your account is activated, return to www.bidsync.com and set up your California profile. When your registration status indicates **Registered**, continue to the certifications link.
3. Renew, update or apply for DVBE or SB certification. If your BidSync Supplier Registration contact information differs from your certification contact information, you are encouraged to reconcile them. Your supplier record and certification record *are not* linked; therefore, information is not shared between the two profiles.

NOTE: Skip this step if you do not want to apply for certification. You may learn more [About the DVBE and SB Certification Program](#) here.

4. Find & respond to contract opportunities in CSCR. Access solicitation documents, view items, or respond to solicitations electronically or by hard copy.

Need Help: Use this link to the [State of California Supplier PowerPoint Registration Tool](#), or contact BidSync at support@bidsync.com or 1-800-990-9339 option 1

NEW APPLICANTS: Complete the four steps above.

RETURNING CERTIFICATION APPLICANTS if you have...

- Submitted an online application and **did not make changes** to it after 5:00 p.m., Thursday, March 5th, complete the four steps above. If your BidSync supplier number differs from your OSDS certification number, contact BidSync at 1-800-990-9339 option 1 or support@bidsync.com.
- Submitted an online application or **made changes** to an existing application/certification record after 5:00 p.m., Thursday, March 5th, complete the four steps above. You *may* hear from us within 30 days.

Changes to your application/certification may not generate a notice to our office. It is important you complete these changes soon. If your BidSync supplier number differs from your OSDS certification number, contact us and we will reconcile these two numbers for you.

- **Submitted an online application or made changes & in a bidding situation**, after 5:00 p.m., Thursday, March 5th, complete the four steps above. Then, fax support documents, if required, and a document with the 'bid due date' to OSDS at 916-375-4950. If your BidSync supplier number differs from your OSDS certification number, write 'BidSync supplier # XXXXXX' on your fax cover sheet. We will reconcile these two numbers for you.

Please direct certification questions or questions regarding these instructions to OSDS at 916-375-4940.