

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: Your Information—Enter your *Main Contact* and *Company Information*, including *Time Zone*. Create your *User Name* and *Password*. Write these down and keep them in a secure location. Enter your *Business ID Number* if you have it. Click *Next Step*.

Step 3: Goods and Services—Select *Primary Industry*, enter at least three keywords and click *Search*. Check the box next to the matching classifications and click *Add*. Under *Where do you do business* select *California Only*. UNCHECK *Include BidSync Links PLUS Bids (Recommended)*—this is BidSync’s fee-based service. Click *Complete My Registration*.

Step 4: 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. Or you may call BidSync Support at 1-800-990-9339 to activate your account immediately.

* 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, Notifications*, click *Edit* and change “*Send me exclusive special offers and promotions*” to *Never*.

Step 6: Under *Profile Setup, Agency*, click *Edit* and deselect everything except *State*.

Step 7: 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 8: Under *Company Keyword Search Terms*, click *Edit* and enter a few keywords describing what your company does. Click *Confirm*.

Step 9: At the top of *Account Profile Page*, click *HOME*.

Step 10: Under *Profiles*, click *The State of California*.

Step 11: 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 12: Under *Profile Information*, click *Edit for The State of California Use Policy* and enter your password and *Accept*.

Step 13: Under *Registration Status*, click *Submit Registration*. (You should get *Registered* in your status block.

Step 14: 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.)

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