



**Department of General Services  
Procurement Division**

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**TO: Purchasing Authority Contacts (PACs)  
Procurement and Contracting Officers (PCOs)**

**RE: eProcurement CSCR Advertisement Enhancement**

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This bulletin announces an enhancement to the eProcurement (eP) system that will go into effect immediately. Please ensure that this information reaches all of your organization's eP users.

CSCR Advertisement Change/Addendum Enhancements:

The CSCR now allows you to make a "change" to the advertisement that does not alter the timeframe, products or services being advertised. This enhancement allows the buyer to make "changes" to correct typos or other insignificant changes and mark them as "changes" rather than as an "addendum" if an addendum is not required.

To make a "change" rather than an "addendum", the user will select revise, make their change and click to the next page. At the bottom of the page, above user name and password, there is a new box that says "Change Information", "Mark Addendum as Change".

If the user does not mark the box, it will show up as an "addendum".

**If the box is marked, it will show up as a "change".**

Comments or questions regarding this broadcast should be directed to the following email address:

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