

SB/DVBE Emergency Registry

Instructional Guide for State Departments

The SB/DVBE Emergency Registry allows state departments to identify certified businesses who are ready and able to provide goods and services during an emergency. State department employees must register to gain access. Below is a step-by-step guide which will guide you through the three part process:

Part 1 Register in DGS Shared Services Portal

Part 2 Request access to SB/DVBE Emergency Registry - Buyer Search Portal

Part 3 Access Buyer Search Portal and Search Certified Businesses

If you have questions, email SBDVBEEmergencyRegistry@dgs.ca.gov.

DGS DGS Shared Services Portal Privacy Notice

Welcome to the DGS Shared Services Portal

Login to Submit Requests

Log in

User name

Password

Remember me

[Forgot Password?](#)

Log in

Don't have an account? [Register Here](#)

Part 1

Register in DGS Shared Services Portal

Step 1:

Go to the DGS Shared Services Portal, [click here](#)

Step 2:

Click **Register Here**, located under the log-in section, to create a log-in.

DGS DGS Shared Services Portal Privacy Notice Log in

Shared Service Portal Registration

Submit

Required information

- First name
- Last name
- Email
- Re-Enter Email
- Business Phone
- Organization Name
- Title

* First name

* Last name

* Email

* Re-Enter Email

* Business Phone

Extension

* Organization Name

* Title

Step 3:

Enter the required information. Click **Submit**.

NOTE: Fields marked with red asterisks are required fields.

Step 4:

Check your registered email box. You will receive two emails.

- (1) The first email will confirm that you are not a bot. Click **Verify Account**.
- (2) The second email will allow you to create your password. Click on **Set a New Password**

NOTE: You must click on the link within 12 hours of receipt.

Identify ✓ Verify ✓ Reset

Reset Password

Account is not locked

* New password

Strength

- ⊗ Minimum 8 Characters
- ⊗ Maximum 40 Characters
- ⊗ At least 1 lowercase letter(s)
- ⊗ At least 1 uppercase letter(s)
- ⊗ At least 1 digit(s)
- ⊗ At least 0 Special Character(s)

* Retype password

Show passwords

Reset Password

Step 5:

Create new password.

Enter password, click **Reset Password**.

Step 6:

Return to the [DGS Shared Services Portal](#) log-in page to proceed with registering for the SB/DVBE Emergency Registry - Buyer Search Portal.

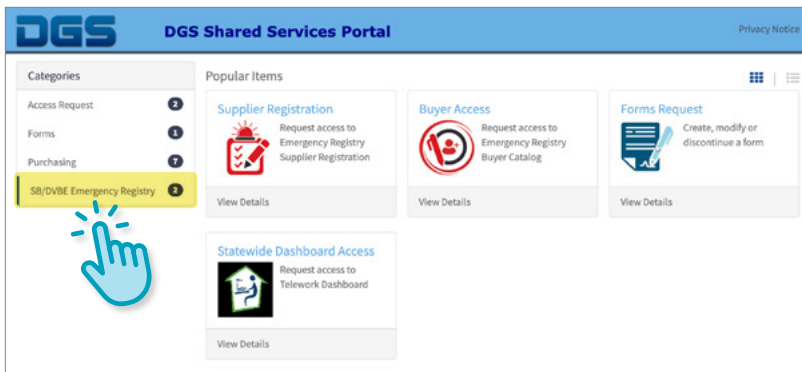


Part 2

Request access to SB/DVBE Emergency Registry - Buyer Search Portal

Step 1:

Log-in to the [DGS Shared Services Portal](#) by entering your **Username** (your e-mail) and **Password**.



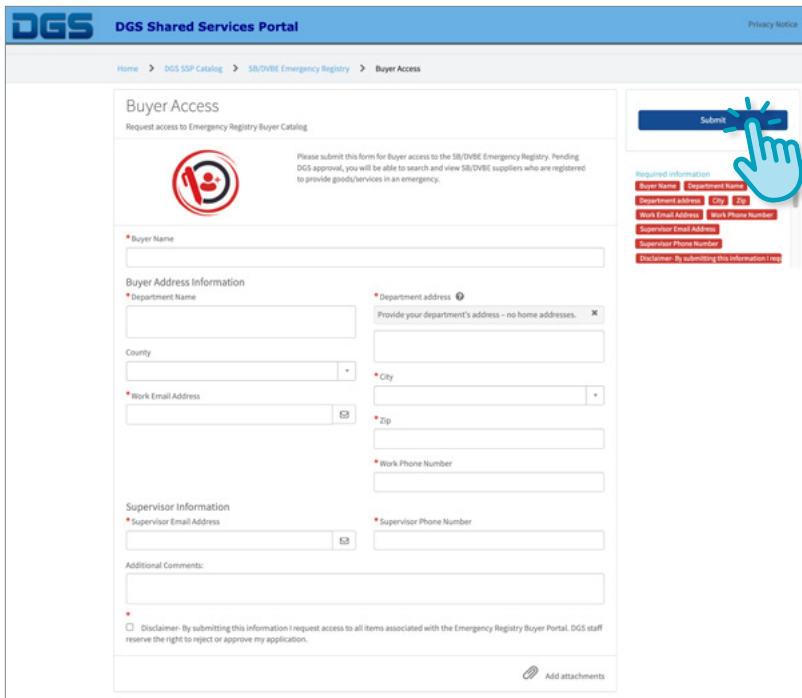
Step 2:

Click **SB/DVBE Emergency Registry**, located to the left in the Categories section.

NOTE: Once logged in, if you are not immediately directed to this page (left), please copy and paste this link into your browser:
https://dgstest.service-now.com/dgs_ssp



Step 3:
Click **Buyer Access**.



Step 4:
Enter in the required information. By filling out this form, you are requesting access to the SB/DVBE Emergency Registry - Buyer Search Portal. Review your information. Click **Submit**.

Step 5:
A pop-up message will appear, please read. Click **Okay**.

Your submission is complete, you will be directed to a dashboard where you will see your initials and an open ticket. DGS will review your information and send an email communicating whether you were approved or not.

If approved, you can access the SB/DVBE Emergency Registry - Buyer Search Portal and begin searching the pool of certified businesses who offer emergency goods and services.

If you were not approved and you feel that this was in error, please email SBDVBEEmergencyRegistry@dgs.ca.gov.

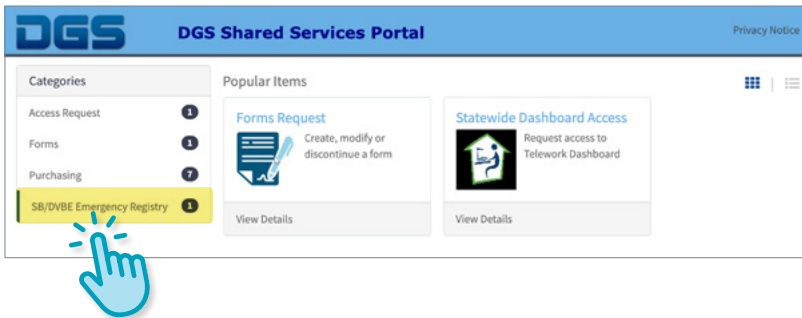
Part 3

Access Buyer Search Portal and Search Certified Businesses

Step 1:

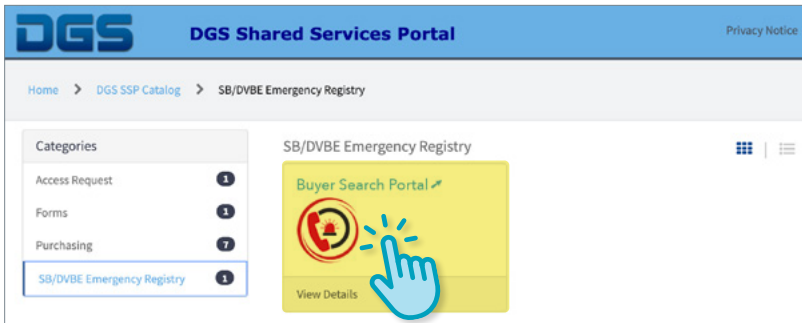
Log-in to the [DGS Shared Services Portal](#).

Click **SB/DVBE Emergency Registry** in the Categories section to the left.



Step 2:

Click **Buyer Search Portal**.



Step 3:

Enter search criteria to locate suppliers that meet your needs.

NOTE: As you add specific search criteria, the system will populate the list below with certified businesses that match your search parameters.

Search criteria listed on next page.

Certification Number	Legal Business Name	Certification Types	Certification Date	Total PO Count (Last 36 months)	Emergency Registry Category	Product/Service	Street
987654	test Business 2	DVBE	2021-08-01	0	ENERGY/FUEL	Test	1211
43934	CROSS CHECK SERVICES LLC	SB (Minor)	2018-10-05	2	438141251b607050b668550c948cbca	Testing	1211
142400	HAMAI CONSULTING	SB (Minor)	2019-04-19	0			
40174	HAWAARD RUBBER STAMP CO. INC.	SB (Minor)	2019-02-01	192	901238ed1b307050b668550c948cbca	Test	1222

1 **Supplier Certification Types**

DVBE
 SB / SB (Micro)
 SBPW

2 **Emergency Registry Category**

Emergency Registry Category

Emergency Registry Category

BASE CAMP OPERATIONS
 COMMUNICATIONS
 DEBRIS REMOVAL

3 **Product/Service Keywords**

Search

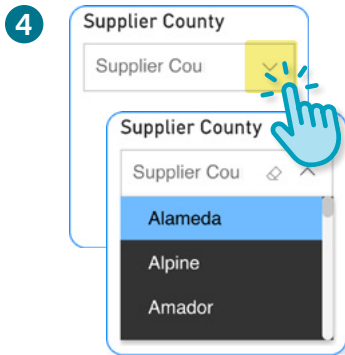
Search Criteria:

- 1 Supplier Certification:** Mark the box next to the certification type(s) of interest to you. You can choose more than one.
- 2 Emergency Registry Category:** Click the drop-down menu and identify the relevant categories. You can choose more than one emergency category.

List of Emergency Categories:

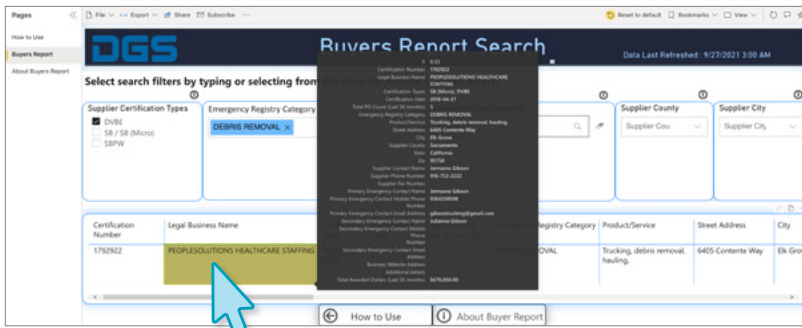
Base Camp Operations	Lighting
Communications	Logistics/Transportation
Debris Removal	Medical
Electrical	Miscellaneous Services
Energy/Fuel	Miscellaneous Supplies
Erosion Control	Personal Care Supplies
Facilities Maintenance/Repair	Portable Modular Buildings/Sanitation
Fencing	Respiratory Products
Fire Protection	Roadway Maintenance
Food & Beverage	Temporary Labor
Hazardous Materials	Traffic Control
Information Technology	Vehicle Rentals (<i>Incl. Heavy Equipment</i>)
Janitorial	Vehicle Repair
Law Enforcement/Security	

- 3 Product/Service Keyword:** Keywords are based on the description of products and services provided by suppliers. Type in a keyword and click the magnifying glass to search. All results that contain that keyword will be shown. Type in the root or shortest version of a word to get wider search results. Click the eraser icon to clear results, then repeat the process to search a different keyword.



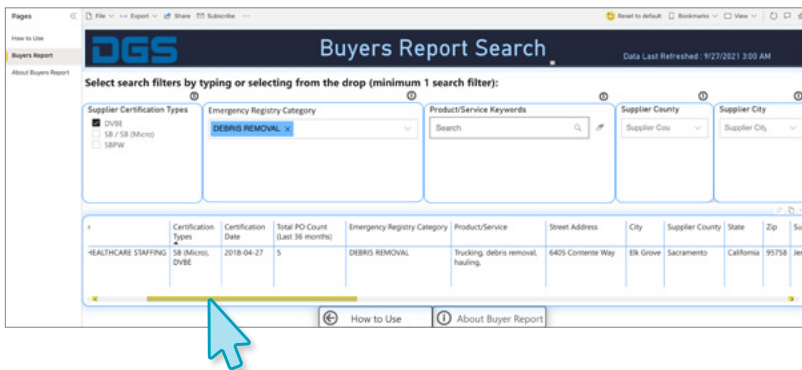
Search Criteria - *continued*:

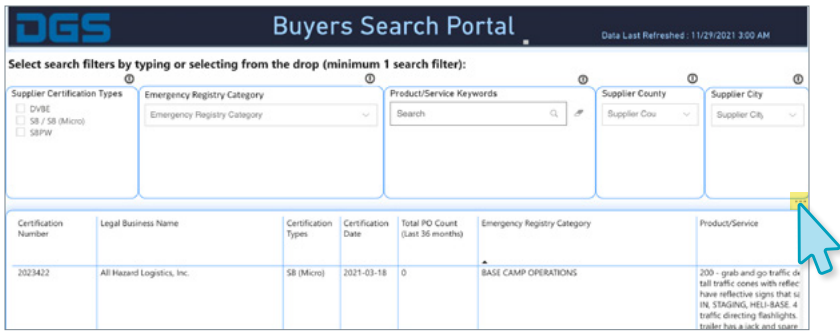
- 4 Supplier County:** Click on the drop-down menu to select the county or counties that you are requesting goods and services from. You can select multiple counties.
- 5 Supplier City:** Click on the drop-down menu to select the city or cities that you are requesting goods and services from. You can select multiple cities.



Once you have completed your search, hover the cursor over the specific company line in the list below and a pop-up window will appear with their complete profile info OR you can use the scroll bar (located at the bottom of the business list window) to access their profile data.

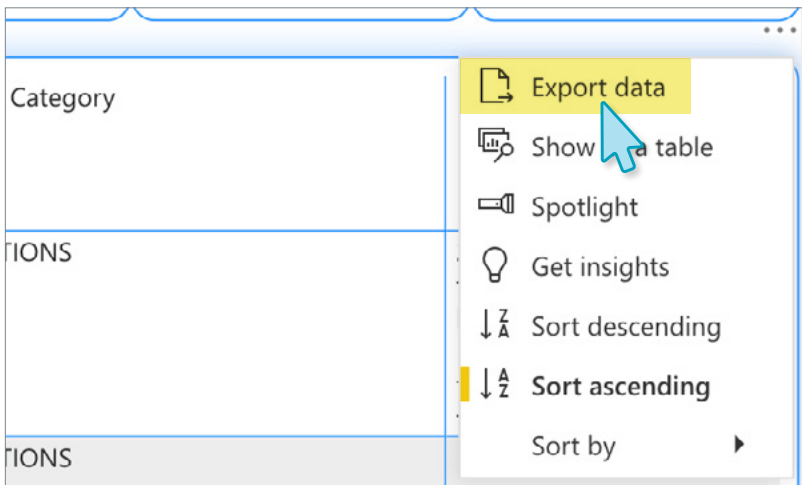
NOTE: Currently the system will not allow you to save search parameters for future use.



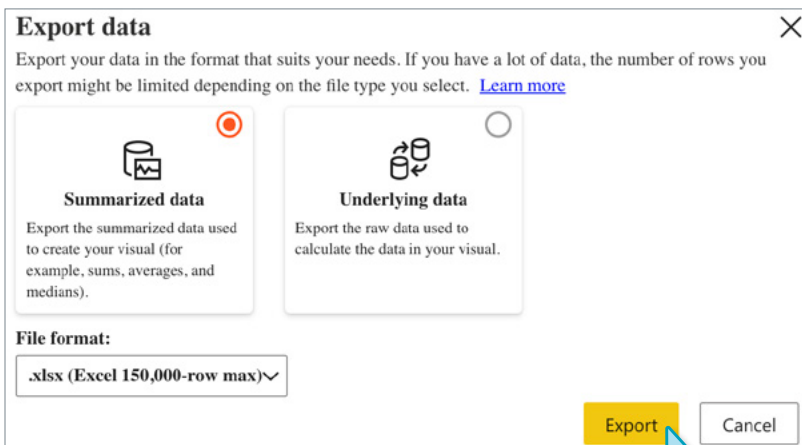


Step 4: Exporting Data:

The export function is accessible via the three dots which lie between the key search filter and firm listing. (Designated by the blue arrow)

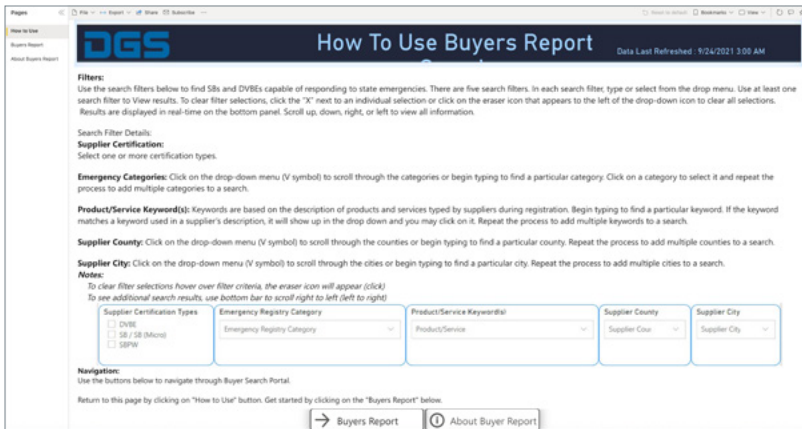


Clicking on the three dots will open up a menu. Click on **Export data**. Other functions are also available through this menu, as shown below.



A pop up box will appear, choose **Summarized data** and confirm the file format you wish to export the information into. Then click **Export**.

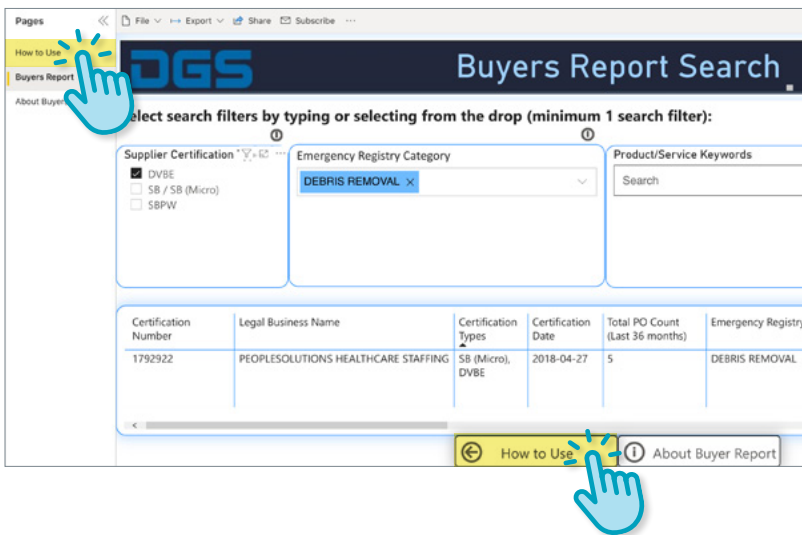
The information will be downloaded and available for review.



Additional Resources

On the main search page, there is a **How to Use** section for your information.

When on the Buyers Report Page, you can access the How to Use page by clicking on it within the Pages menu on the left of the screen, or by clicking the How to Use button at bottom of the screen.



Thank you for your support of certified businesses!

If you have questions or require support please email
SBDVBEEmergencyReigstry@dgs.ca.gov.