



**Department of General Services
Procurement Division**

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

**RE: eProcurement Supplier Quick-Adds, Supplier Locks, New LPA Contract and
Acquisition Method Fields**

This bulletin announces several enhancements to the eProcurement (eP) system that will go into effect on February 11, 2010. Please ensure that this information reaches all of your organization's eP users.

Supplier Locks

As a BidSync customer, the State of California uses the supplier's Federal Employer Identification Number (FEIN) as a unique identifier. An "Approved/Locked" status means a supplier profile has been accepted into the eP system as having a unique FEIN. To help minimize duplicate entries, the system now will also screen supplier search results for duplicate supplier name, address and phone number. If a supplier with unique information is quick-added successfully, it will be automatically approved/locked within 24 hours. When a user attempts to add a supplier that has fields that match by FEIN or primary contact information as an existing approved/locked supplier, the system will send the quick-add request and it will automatically route to the eProcurement Help Desk Team for remedy. Once the request is completed, the results will be emailed to the requestor.

Supplier Search Tip: To search for State of California approved/locked suppliers and to prevent the creation of duplicate supplier records, users must choose the "Search Locked Suppliers" radio button and search by the supplier's FEIN.

Supplier Quick-Add Procedure

1. Conduct a supplier search.
2. If there is a match by the supplier name, FEIN, phone number and/or street address, the search results will return a list of suppliers along with the reason(s) for the match. Additionally, the results now include each matching supplier(s)' address to help further define your selection. To choose a supplier, click on the "Select" link.
3. If a user does not want to use any of the listed suppliers and wants to continue with the quick-add process, clicking the "submit" option will automatically route the request to the Department of General Services (DGS) core eP System Administrators for review and approval. A requestor no longer needs to contact eP for supplier locks. A quick-add status will be emailed to the requestor.

Leveraged Procurement Agreement (LPA) Contract Field

To improve data accuracy, the Leveraged Contract Number field in SCPRS “orders” (and purchase orders for pilot departments) is no longer an open text field and has been relocated on the screen to follow the Fiscal Year information. If you are purchasing from an LPA, you must add the contract number.

Add LPA Contract in SCPRS Procedure

1. Click on “Add LPA Contract.”
2. Enter search criteria in the “Select Contract” pop-up window and click “Find.”
3. Scroll down in the same window to view the search results.
4. Click on “Select” to populate the LPA contract number field with the appropriate LPA contract.

Acquisition Method Field

The following acquisition methods have been added to the CSCR and SCPRS dropdown options: Western States Contracting Alliance (WSCA), Special Category Request (SCR), services exempt by policy, and statement of qualifications.

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

DGS/PD eP Team
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