



Register to do business with the State

BIDDER REGISTRATION

Go to www.caleprocure.ca.gov using the latest version of your web browser. In the upper right hand corner, click *Login/ Register*; on the next page, click *New Bidder Registration*.

Step 1 Set up Company Profile. All items with an asterisk must be completed. Choose either *Federal Employer Information Number (FEIN)* or *Social Security Number (SSN)* as your *Tax Identification Number (TIN)*. (Do not use dashes when entering FEIN or SSN.) Add *Company Name*, insert website under *http//URL* (if applicable).

Step 2 Enter Primary Address. *Country, Address, City, State, Postal* (can select additional addresses).

Step 3 Establish User Accounts. Add Primary Contact by clicking the *Add Contact* button. (Can add additional users.)

Step 4 Manage Bidder Notifications. Would you like to Receive CSCR Bid Opportunity Interest Notifications? If Yes, Designate Bidder Notification Contacts (can receive multiple email addresses), go to *Search by Keyword* and add *UNSPSC Code(s)*, select *Service Areas*.

Step 5 Terms and Conditions. Click the required box to agree to the terms and conditions for state procurements. Click *Submit*.

Bidder Registration is complete. You will receive an email with your temporary password.

After receiving email confirmation of your user ID and password, activate your account.

Click the URL Link [CaleProcure](http://www.caleprocure.ca.gov). Login under your user ID and temporary password on your email.

Log in with your User ID and Password. You must input a new password* for security after the initial login.

For questions about bidder registration, call 1-855-421-6355 or email vendors@fiscal.ca.gov.

** The password must have a minimum of 8 characters, contain at least one upper and one lower case letter, one special character and one number.*

(See SB/DVBE Certification on the other side)

Small Business (SB), Disabled Veteran Business Enterprise (DVBE) Certification

To get certified as an SB/DVBE, or both, **go to www.caleprocure.ca.gov**. You must be logged in to proceed.



Click on the middle icon (a check mark, *Small Business/Disabled Veteran Business Enterprise*), then click the *Get Certified* button on the left side of the page.

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Before following the SB/DVBE application process gather the following documents/information in electronic format:

- Applicant/Affiliate Federal Tax Returns for three most recent tax years
- Federal Employer Identification Number (FEIN)
- Secretary of State Number
- Home address of Officers, Members/Managers and Partners
- Dun & Bradstreet Number (if applicable)
- Contractors State License Board Number (if applicable)
- A list of keywords describing your business activities to ensure your businesses is easily and appropriately identified in any search for certified firms. Enter each keyword one at a time. (Do not repeat words, use singular, not plural.)

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For certification questions, call OSDS at (916) 375-4940.
