

Certify as a Small Business (SB), Disabled Veteran Business Enterprise (DVBE) and/or Small Business for the Purpose of Public Works (SB-PW) Instructions

Completing an Application Left Incomplete

Step 1: Visit www.caleprocure.ca.gov

Step 2: Log in to your account by clicking [Login/Register](#) at the top right corner of your screen.

Step 3: Enter in the **User ID** and **Password**, then click [Login](#). If you do not know your password, you can reset your password manually by clicking on the “[I forgot my password](#)” link.

User ID

Password

This is a State of California computer system, which may be accessed and used only for official Government business by authorized personnel. You are advised to read the [Privacy Policy](#) regarding the personally identifiable information that we collect, maintain, and use. Unauthorized access or use of the computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person whether authorized or unauthorized constitutes consent to these terms. Any email notifications of bid opportunities provided hereunder are strictly complimentary. The State of California does not guarantee bidders will receive such notices, and bidders interested in participating in upcoming bids are obliged to actively check the [Cal eProcure website](#) for information about such procurements. [By logging in I agree to comply with System Use and Privacy Policy of the Financial Information System for California.](#)

[Login](#)

[New Bidder Registration](#) [Existing Supplier Registration](#)

[I forgot my password](#)

Enter in the **User ID**, then click [Send](#). The system will auto send the User ID and a temporary password to the email on file. If you do not have access to the email address on file, prefer to have your login information provided to you over the phone, or have not received an email with your login credentials contact FISCAL Cal eProcure Portal Support for login assistance by calling 1-855-421-6355 or emailing vendors@fiscal.ca.gov.

Forgot Password

Enter your User ID and click send to reset your password and have it sent to you via email.

User ID*

Back

Send

Once you've received login information, enter in your **User ID** and **Password**, then click **Login**.

User ID

Password

This is a State of California computer system, which may be accessed and used only for official Government business by authorized personnel. You are advised to read the Privacy Policy regarding the personally identifiable information that we collect, maintain, and use. Unauthorized access or use of the computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person whether authorized or unauthorized constitutes consent to these terms. Any email notifications of bid opportunities provided hereunder are strictly complimentary. The State of California does not guarantee bidders will receive such notices, and bidders interested in participating in upcoming bids are obliged to actively check the [Cal eProcure website](#) for information about such procurements. By logging in I agree to comply with System Use and Privacy Policy of the Financial Information System for California.

Login

New Bidder Registration

Existing Supplier Registration

[I forgot my password](#)

Step 4: When login is successful you will be directed to your home page - **My WorkCenter**. Click on **Manage Certification**.

The screenshot shows the 'My WorkCenter' dashboard for a user named Christopher Calceta. The page features a navigation bar with 'My WorkCenter', 'Resources', 'Quick Links', and 'Help'. A search bar for the 'California State Contracts Register (CSCR)' is present, along with a 'START SEARCH' button. The user's profile information is displayed, including their name, company (CHRIS'S TESTING COMPANY), email, and phone number. A table of certifications is shown, with one entry for 'SB(Micro)' with an application date of 2021-03-09 and a status of 'Incomplete'. A 'Manage Certification' button is highlighted in yellow next to the certification entry.

California State Government Marketplace
Your home for California's State Procurement and Certification Programs

California State Contracts Register (CSCR)
Search Bid Opportunities [START SEARCH](#)

Welcome to your WorkCenter
Manage your account, certifications, and bid activity

User ID: thisisfortestingonly04
Bidder/Supplier ID: BID0083313 [Show Less ^](#)

Christopher Calceta
CHRIS'S TESTING COMPANY
christopher.calceta@dgs.ca.gov
916/213-6514
[Edit Bidder Account](#)

Certifications				Cert. ID 2022871	
Certification Type	Application Date	Status	From	To	
SB(Micro)	2021-03-09	Incomplete			View My Public Certification Profile Manage Certification

Step 5: On the Certification Profile, click **Continue Application** to be directed to the first page of the application.

Certification Profile
State of California Certification

Certification ID: 2022871

Legal Business Name	Address
Chris's Testing Company 10	TEST
Doing Business As (DBA) Name1	TEST
	CA 98787
Doing Business As (DBA) Name2	Email:
	christopher.calceta@dgs.ca.gov
Office Phone Number	Total Number of Employees
916/213-6514	
Business Fax Number	Business Types
	Service

Applications

VIEW OPTIONS

SB View Application

EDIT OPTIONS

SB **Continue Application**

Apply for Certification

Step 6: Complete all pages/tabs of the application - **Registration, Business, Owners, Affiliate, Taxes, Other, Attachment**. When navigating/advancing through the application, click **Save & Continue**. Continue reading the **Helpful Hints** section of these instructions.

Registration Business Owners Affiliate Taxes Other Attachment

Certification ID
2022703 - CHRIS'S TELEWORKING COMPANY

Certification Type(s)
Disabled Veteran Business
Enterprise (DVBE)
Small Business (SB)
Small Business for the Purpose of Public Works (SB-PW)

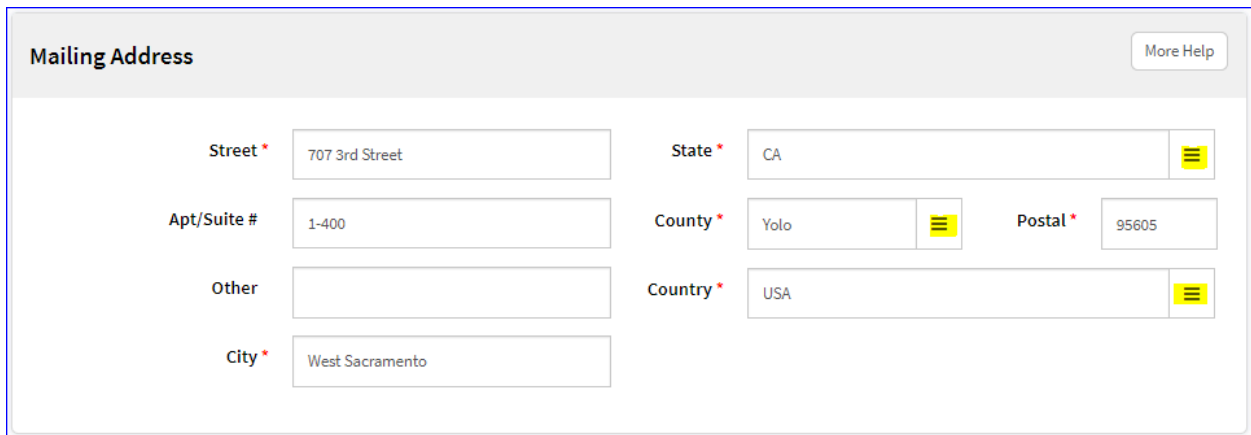
Helpful Hints

The information you enter in the application is unique to your business. Below are helpful hints that will assist you in filling out the more common areas in each of the pages/tabs of the application.

Registration

In the **Registration** page, enter in your contact information. Refrain from using your browser short-cuts to enter in contact information; the information may not insert the information correctly and you may get an error message.

Enter in the fields manually or select from a list of entries by clicking the ellipsis button (if available) as highlighted in the below screenshot.



The screenshot shows a form titled "Mailing Address" with a "More Help" button in the top right corner. The form contains several input fields with labels and asterisks indicating required fields:

- Street ***: 707 3rd Street
- State ***: CA (with a yellow ellipsis button to the right)
- Apt/Suite #**: 1-400
- County ***: Yolo (with a yellow ellipsis button to the right)
- Postal ***: 95605
- Other**: (empty field)
- Country ***: USA (with a yellow ellipsis button to the right)
- City ***: West Sacramento

Business

You must answer the **Industry Type Questions** to qualify for an Industry Type; manually selecting the Industry Type is not an option.

Industry Type Questions

More Help

Answers will determine your industry type(s)

1. Does this firm provide services?
Examples: consulting, engineering, project management, professional services, maintenance, rental, dust control, etc.

2. Does this firm hold a construction contractor's license with Contractors State License Board (CSLB)?

3. Does this firm sell products as a reseller, distributor, wholesaler, retailer, etc.?
Examples: Items NOT manufactured by the applicant, such as computers, office supplies, paper, toner, tools, tires, etc.

4. Does more than 50% of this firm's annual gross receipts result from the sale of products it manufactures?
Examples: items manufactured by the applicant, such as machine shop fabricated products, custom-mixed chemicals and cleaners, pottery, custom-built furniture, etc.

5. Does this firm use its own facilities to manufacture its products?

6. Does this firm transform original substances or materials into a product with new characteristics?

Industry Type

More Help

The Industry Type(s) will be auto-populated based upon the answers to the Industry Type Questions above.

Construction Manufacturer Non-Manufacturer Service

Ensure the information entered for **Date Business Started**, **Tax Year Beginning Month** and the **Business Structure Type** is correct. You will not be able to change this information once you save and continue to the next page. Contact OSDS if you need to make changes to these fields.

Business Information
More Help

Date Business Started *

Tax Year Beginning Month *

Did Applicant's Business structure change within last three years?

Is this firm a franchise? *

Business Structure Type *

California Secretary of State's Corporation Number *

Does Your Corporation have a Vice President? *

Owners

The **Titles** on the Ownership Information have been preloaded based on the Business Structure Type you selected in the **Business** page.

All **Ownership Information** sections populated on this page (i.e. President, Treasurer, Secretary) must be completed.

IMPORTANT: Read the **Type of Owner** information CAREFULLY and select accordingly.

If the business is owned by more than 1 person, enter in the portion of ownership percentages per owner/title. All percentage portions must add up to 100%. Leave 0.00 if necessary.

If the Titles of each section all belong to the same person, enter in all their ownership percentage in just one of the **Ownership Percentage** fields.

In the **Home Address** DO NOT enter in the "Business" address. The home address is required for everyone.

If you need to list an individual more than once, enter in his/her **First Name** and **Last Name** - the Home Address will autofill.

If there are additional Titles in your business that you would like to add, click on the **+ Add Owner** button at the bottom the page, select the Title, and fill out the Ownership Information for that Title.

(DVBE Qualifier check box are for those applying for the DVBE certification only)

Registration Business **Owners** Affiliate Taxes Other Attachment

Certification ID
2022703 - CHRIS'S TELEWORKING COMPANY

Certification Type(s)
Disabled Veteran Business
Enterprise (DVBE)
Small Business (SB)
Small Business for the Purpose of Public Works (SB-PW)

Management, Title and Ownership Information
The below information is requested to identify the management, titles and ownership of the applicant firm. This information helps to determine if the applicant firm is managed, controlled and/or owned by an Individual, a Trust, an Employee Stock Option Plan (ESOP), a Parent Company, a Holding Company, or other Business.

Owner Information More Help

Christopher Doe

Title: President

Type of Owner * If the above Title belongs to a person, select Individual in the Type of Owner drop-down below. If you are unsure of which Type of Owner to select, click on More Help.
Individual

First Name * Christopher

Last Name * Doe

Ownership Percentage * 100.00

*DVBE Qualifier

Home Address

Street * 707 3rd Street 1-400

Apt/Suite #

Other

City * West Sacramento

County Yolo

Postal * 95605

State * CA

Country * USA

Affiliate

Answer the **Affiliate Relationship Questions**. Want more information on Affiliation? Click on the **PDF** link to download the Frequently Asked Questions for Affiliate Business Relationships (see screenshot).

Registration Business Owners **Affiliate** Taxes Other Attachment

Certification ID
2022703 - CHRIS'S TELEWORKING COMPANY

Certification Type(s)
Disabled Veteran Business
Enterprise (DVBE)
Small Business (SB)
Small Business for the Purpose of Public Works (SB-PW)

Affiliate Information FAQ
PDF

Affiliate Relationship Questions for Small Business (SB)/Small Business for Public Works (SB-PW) More Help

The following questions will help determine if an affiliate business relationship currently exists or existed within the last 3 years. During any of the three previous tax years, did the applicant firm and/or its individual owners/officers/partners/LLC managers and/or members:

The **Affiliate Information** section will populate based on the answers selected in **Affiliate Relationship** questions.

Click on the **More Help** button to display the blue help text for help on filling out this section.

To add additional affiliates, click on the **+ Add Affiliate** button at the bottom of the page.

Only enter each affiliate business once. Duplicate entries of the same business could disqualify the applicant as a small business.

Affiliate Information

[More Help](#) ✕

Affiliate refers to a relationship of direct or indirect control OR shared interests such as shared ownership, management, financial and/or business relationships or ties with another business, familial relationships, contractual relationships, assignments and other related matters.

Enter any affiliate business name(s) in this section.

Enter only one common owner per affiliate business. Enter the First and Last name of the common owner between the applicant and the affiliated business, the percentage of stock each owner holds, the date the applicant and affiliate business' shared a common owner, and the date the applicant and affiliate business' no longer shared a common owner.

Most common tax year beginning month is the Calendar Year (January 1st-December 31st.) An example of a Fiscal year beginning month is (July 1st-June 30th.)

Business Name *	<input type="text"/>	Street *	<input type="text"/>	
First Name *	<input type="text"/>	Apt/Suite #	<input type="text"/>	
Last Name *	<input type="text"/>	Other	<input type="text"/>	
Title *	<input type="text"/> ☰	City *	<input type="text"/>	
Ownership Percentage *	<input type="text" value="0.00"/>	County	<input type="text"/> ☰ Postal Code *	<input type="text"/>
Business Start Date *	<input type="text"/> 📅	State *	<input type="text"/> ☰	
Month Tax Year Begins *	<input type="text"/> ▼	Country *	<input type="text" value="USA"/> ☰	
Affiliation End Date	<input type="text"/> 📅			

Taxes

Employees

If you are the only person in your business and you do not have employees, leave the **Applicant Number of Employees** to 0.

If there are employees, enter in the “average” number of employees including any out of state employees.

The number of employees can be found on **Form DE9-C** (not **Form DE9**).

Form DE9-C shows the employee count per month; 3 months’ worth per quarter.

To calculate the average, you’ll need to add up all the months in the last 4 quarters (12 months’ worth) and divide by 12, then round up or down. See the below example.

- 2nd Quarter 2020 DE9-C = 11, 12, 13 (36)
- 3rd Quarter 2020 DE9-C = 10, 11, 15 (36)
- 4th Quarter 2020 DE9-C = 11, 11, 11 (33)
- 1st Quarter 2021 DE9-C = 16, 10, 14 (40)
- 4 quarters = 145 (36 + 36+ 33 + 40)
- 145 divided by 12 months = 12.083
- **Applicant Number of Employees** = 12
- **Affiliate(s) Number of Employees** (if any) is calculated the same way

(Copies of Form DE9-C Report of Wages & Withholdings is provided by the Employee Development Department. Contact OSDS if your business’s report of wages and withholdings are reported differently.)

Employee Information

[More Help](#)

EMPLOYEE/WORKFORCE INFORMATION

Enter the average number of employees for the applicant and affiliate business, if any.

Average number of employees are the total number of employees the business had on payroll for the last four quarters and averaged by the same number of quarters.

Applicant Legal Business Name
Chris's Teleworking Company

Enter the applicant's and any affiliates average number of employees for the last four quarters, including all employees that are in California, out-of-state and/or out of the country. If you have been in business for less than a year, enter the number of employees averaged over the number of quarters that you were in business.

Applicant Number of Employees *	<input type="text" value="0"/>
Affiliate(s) Number of Employees	0
Total Number of Employees	0

Gross Annual Receipts (GARs) Details

Enter in the Gross Annual Receipts (GARs) **amounts** in each of the year. The **Gross Annual Receipts Table** will assist you in locating these amounts on the applicable Federal Tax Returns your business files.

Gross Annual Receipts(GARs) Details

[More Help](#)

GARS - Gross Annual Receipts found on the applicant(s) and/or affiliates Federal Tax Returns. Refer to the table above. If your business does not have the most recent years tax return available, click the link GARS Not Available and enter the previous year's GARS.

Use the table to the right to locate the gross annual receipts (GARs) on a federal tax return as required below. Enter the GARs for the applicant and any affiliates (if applicable) as reported on the business' Federal income tax return.

Business Name	Chris's Teleworking Company
GARS Not Available	
01/2020 to 12/2020 GARS	0.00
01/2019 to 12/2019 GARS	0.00
01/2018 to 12/2018 GARS	0.00
Total	0.00
Average	0.00
Grand Total Amount	0.00
Average Total	0.00

[View Tax History](#)

Gross Annual Receipts Table

[More Help](#)

Refer to the table below to locate the proper Federal Tax Return for the applicant and affiliate business structures.

If your firm ownership type is:	Your gross annual receipts less returns & allowances are located on:
C-CORPORATION	FORM 1120 OR 1120A, LINE 1C
CORPORATION (all other business types)	FORM 1120S, LINE 1C
LIMITED LIABILITY COMPANY - MULTIPLE MEMBERS/managers WITH C-CORP TAX STRUCTURE	FORM 1120 or 1120A, LINE 1C
LIMITED LIABILITY COMPANY - MULTIPLE MEMBERS/managers WITH PARTNERSHIP TAX STRUCTURE	FORM 1065, LINE 1C
LIMITED LIABILITY COMPANY - MULTIPLE MEMBERS/managers WITH S-CORP TAX STRUCTURE	FORM 1120S, LINE 1C
LIMITED LIABILITY COMPANY - SINGLE MEMBER/manager	FORM 1040, SCHEDULE C, LINE 3 or FORM 1120 or 1120A, Line 1c
LIMITED LIABILITY PARTNERSHIP	FORM 1065, LINE 1C
PARTNERSHIP (ALL OTHER BUSINESS TYPES)	FORM 1065, LINE 1C
PARTNERSHIP OR S-CORPORATION (RENTAL OR LEASING BUSINESS)	FORM 8825, TOTAL OF LINE 3 COMBINED

Gross Annual Receipts(GARs)
Details

More Help

GARS - Gross Annual Receipts found on the applicant(s) and/or affiliates Federal Tax Returns. Refer to the table above. If your business does not have the most recent years tax return available, click the link [GARS Not Available](#) and enter the previous year's GARS.

Use the table to the right to locate the gross annual receipts (GARs) on a federal tax return as required below. Enter the GARs for the applicant and any affiliates (if applicable) as reported on the business' Federal income tax return.

Business Name	Chris's Teleworking Company				
<div style="border: 1px solid gray; display: inline-block; padding: 2px 10px; font-size: small; background-color: #fff9c4;">GARS Not Available</div>					
01/2020 to 12/2020 GARS	<input style="width: 100%;" type="text" value="0.00"/>				
01/2019 to 12/2019 GARS	<input style="width: 100%;" type="text" value="0.00"/>				
01/2018 to 12/2018 GARS	<input style="width: 100%;" type="text" value="0.00"/>				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right; padding-right: 20px;">Total</td> <td>0.00</td> </tr> <tr> <td style="text-align: right; padding-right: 20px;">Average</td> <td>0.00</td> </tr> </table>		Total	0.00	Average	0.00
Total	0.00				
Average	0.00				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right; padding-right: 20px;">Grand Total Amount</td> <td>0.00</td> </tr> <tr> <td style="text-align: right; padding-right: 20px;">Average Total</td> <td>0.00</td> </tr> </table>		Grand Total Amount	0.00	Average Total	0.00
Grand Total Amount	0.00				
Average Total	0.00				
<div style="border: 1px solid gray; display: inline-block; padding: 2px 10px; font-size: small;">View Tax History</div>					

The system is defaulted to request the 3 most recent tax years (i.e. **2019, 2020, 2021**).

Haven't filed your most recent tax year? Click the **GARS Not Available** button to adjust the most recent tax year to be replaced with the 4th most recent tax year as seen below in the screen shot below.

Gross Annual Receipts(GARs) Details

GARS - Gross Annual Receipts found on the applicant(s) and/or affiliates Federal Tax Returns. Refer to the table above. If your business does not have the most recent years tax return available, click the link GARS Not Available and enter the previous year's GARS.

Use the table to the right to locate the gross annual receipts (GARs) on a federal tax return as required below. Enter the GARs for the applicant and any affiliates (if applicable) as reported on the business' Federal income tax return.

Business Name	Chris's Teleworking Company
<input type="button" value="GARS Available"/>	
01/2019 to 12/2019 GARS	<input style="width: 100%;" type="text" value="0.00"/>
01/2018 to 12/2018 GARS	<input style="width: 100%;" type="text" value="0.00"/>
01/2017 to 12/2017 GARS	<input style="width: 100%;" type="text" value="0.00"/>
Total	0.00
Average	0.00

Grand Total Amount	0.00
Average Total	0.00

After clicking the GARS Not Available button, the tax years requested as shown have been adjusted to **2018, 2019** and **2020**. You'll also notice that the GARS Not Available button has changed to **GARS Available**. Click GARS Available to return to the default setting.

Other

Service Area (Counties)

Yes = The system will transfer any service areas from those that were selected and saved in your registration profile (not to be confused with the **registration** page/tab).

As a reminder, the service areas that were selected on your registration profile are for the sole purpose of receiving bid notifications.

If you intend of “providing service” in those same service areas, then answering **Yes** will transfer those services areas from your registration profile into **Service Area (Counties)** section. If you select Yes and you see that no service areas populated as shown in the screenshot below, that means no service areas were saved in your registration profile.

Service Area (Counties) More Help

The selected Counties in which you will do business will appear on the Cal eProcure public search.

Do you want to transfer the Service Areas from your Bidder Registration? If no, select your service areas below.

1 of 1 Download

Service Area ID	County

If you would like to customize a list of service areas instead, select **No** and click **Add Service Area** to select services areas in the **Search By** page.

Service Area (Counties) More Help

The selected Counties in which you will do business will appear on the Cal eProcure public search.

Do you want to transfer the Service Areas from your Bidder Registration? If no, select your service areas below.

Yes No

1 of 1 Download

Service Area ID	County

Add Service Area Delete All Service Area

In the **Search By** page, you can **Select All** services areas (counties) or select them individually.

Search By

Click Ok to add selected Service Area to Application or Click Cancel to Exit

Select All Unselect All

Service Area ID	Country	State	County	City
<input checked="" type="checkbox"/> 001	USA	CA	Alameda	Alameda
<input checked="" type="checkbox"/> 002	USA	CA	Alpine	Alpine
<input checked="" type="checkbox"/> 003	USA	CA	Amador	Amador

When you are done, click the **Save** button at the bottom on the page to save the service areas and return to your application.

<input checked="" type="checkbox"/>	054	USA	CA	Tulare	Tulare
<input checked="" type="checkbox"/>	055	USA	CA	Tuolumne	Tuolumne
<input checked="" type="checkbox"/>	056	USA	CA	Ventura	Ventura
<input checked="" type="checkbox"/>	057	USA	CA	Yolo	Yolo
<input checked="" type="checkbox"/>	058	USA	CA	Yuba	Yuba

You should be able to see the service areas populated in the Service Areas (counties) section as seen in the screenshot below.

Service Area (Counties) More Help

The selected Counties in which you will do business will appear on the Cal eProcure public search.

Do you want to transfer the Service Areas from your Bidder Registration? If no, select your service areas below.

1-58 of 58

Service Area ID	County	
001	Alameda	<input checked="" type="checkbox"/>
002	Alpine	<input checked="" type="checkbox"/>
003	Amador	<input checked="" type="checkbox"/>
004	Butte	<input checked="" type="checkbox"/>
005	Calaveras	<input checked="" type="checkbox"/>

Keywords

Entering in **Keywords** help contracting officials locate your certification by keyword. This section is not required but is helpful.

Enter in keywords that relate to your business (i.e. nature of business, business activities, services, products, etc.). You can use variations of the same word as shown in the screen shot below.

To add additional keywords, click the + button as shown in the screenshot below.

Keywords More Help

Do not use sentence format. Use keywords that describe your business and what goods and/or services you provide.

Enter single words that describe your business. These will help buyers and business partners locate your business in Cal eProcure.

Consulting	+	×
Consultation	+	×
Training	+	×

UNSPSC Classifications Selection

Yes = the system will transfer any UNSPSC Codes from those that were selected and saved in your registration profile. As a reminder, the UNSPSC Codes were saved on your registration profile are for the sole purpose of receiving bid notifications.

If you select **Yes** and you see that no UNSPSC classifications/codes populated as shown in the screenshot below, that means no UNSPSC codes were saved in your registration profile. You may proceed with the application as is.

If you want to add codes, you **MUST** select **No**, then proceed.

UNSPSC Classifications Selection

The selected codes for the products and services your firm provides will appear on the Cal eProcure public search.

UNSPSC-United Nations Standard Products and Services Codes are used by state buyers on contracts. Select at least one code. Located at www.unspsc.org

Do you want to transfer the UNSPSC codes from your Bidder Registration? If no, you must enter at least one UNSPSC code below.

Yes No

1 of 1

UNSPSC Classification	UNSPSC Classification Description

Searching for codes in Cal eProcure

If you select **No**, you'll have to enter in at least one UNSPSC Classification. To add UNSPSC classifications/codes, click the **Add UNSPSC Classification** button to search for UNSPSC codes.

UNSPSC Classifications Selection

The selected codes for the products and services your firm provides will appear on the Cal eProcure public search.

UNSPSC-United Nations Standard Products and Services Codes are used by state buyers on contracts. Select at least one code. Located at www.unspsc.org

Do you want to transfer the UNSPSC codes from your Bidder Registration? If no, you must enter at least one UNSPSC code below.

Yes No

1 of 1

UNSPSC Classification	UNSPSC Classification Description

Search By
Click Ok to add selected UNSPSC code to Application or Click Cancel to Exit

Search Filters

Category

Description

	Category	Description
<input checked="" type="checkbox"/>	80101508	MGMT Business Prof & Admin Services - Business corporate MGMT consult srvc - Business intelligence consulting srvc
<input type="checkbox"/>	80101511	MGMT Business Prof & Admin Services - Business corporate MGMT consult srvc - Human resources consulting service
<input type="checkbox"/>	80101512	MGMT Business Prof & Admin Services - Business corporate MGMT consult srvc - Actuarial consulting srvc
<input type="checkbox"/>	80151605	Trade policy & services - International trade services - Customs consulting service

As seen in the screen shot above, the **Description field**, enter in a keyword that relate to your business (i.e. nature of business, business activities, services, products, etc.) and click the **Look Up** button to search for UNSPSC codes that are associated with that keyword. Select the desired UNSPSC code(s) from your search results. When you are done, click the **Save** button to return to the application.

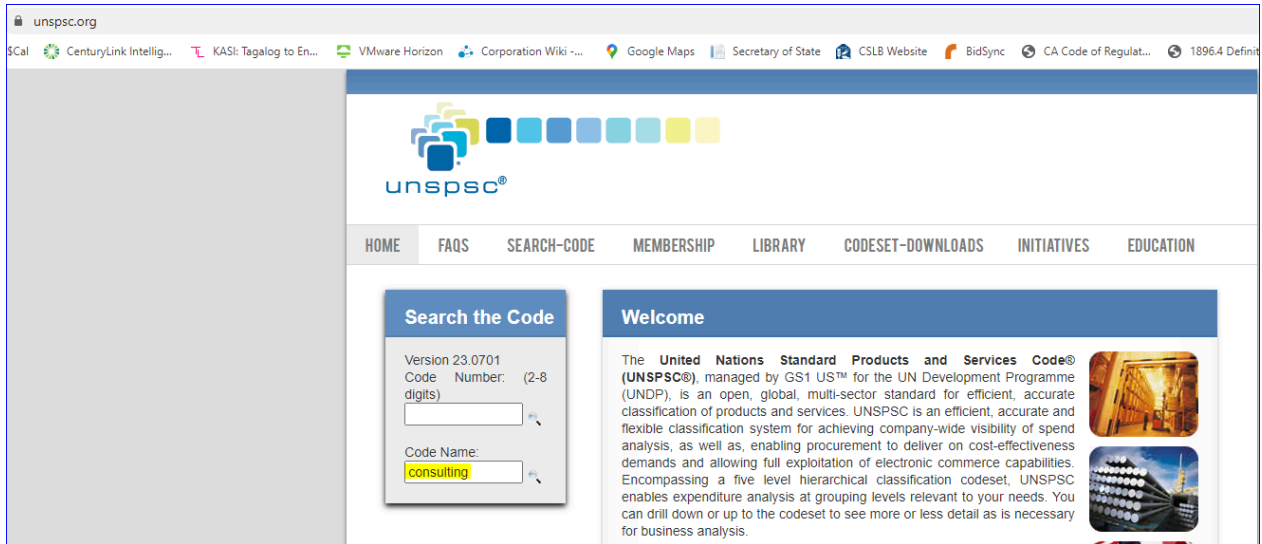
10171801 Soil conditioners - Organic soil conditioner

Continue this process by searching for other UNSPSC Codes using different keywords.

Only one UNSPSC code is needed to move on with the application. You can always return to this page and search for more codes later.

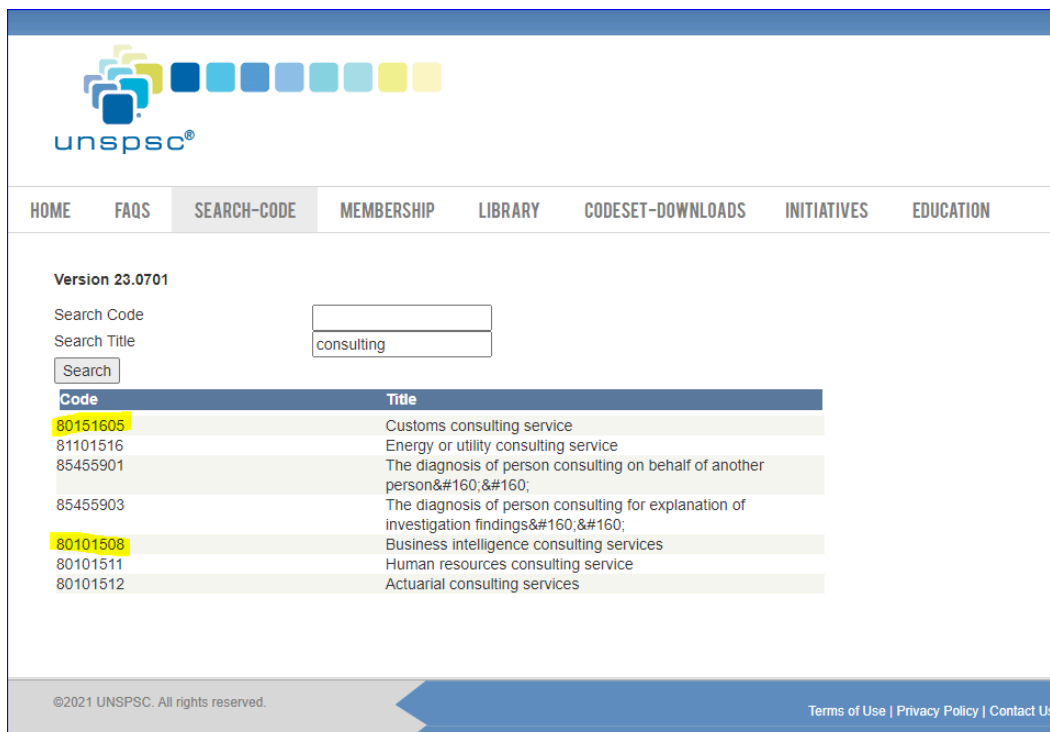
Searching for codes in www.UNSPSC.org (*optional*)

www.UNSPSC.org is a resource you can use to randomly search for keywords as well. In the **Search the Code** section, under **Code Name**, enter in a keyword. In this example, the keyword used is “consulting”, then click Enter for your search results.



The screenshot shows the UNSPSC.org website. The browser address bar displays 'unspsc.org'. The website header includes the UNSPSC logo and a navigation menu with links for HOME, FAQs, SEARCH-CODE, MEMBERSHIP, LIBRARY, CODESET-DOWNLOADS, INITIATIVES, and EDUCATION. The main content area is divided into two sections: 'Search the Code' and 'Welcome'. The 'Search the Code' section contains a search form with the following fields: 'Code Number: (2-8 digits)' (empty), 'Code Name:' (containing 'consulting'), and a 'Search' button. The 'Welcome' section features a text introduction to the United Nations Standard Products and Services Code (UNSPSC) and two small images.

A list of codes may or may not populate. Continue to search by keyword using the **Search Title** field, then click **Search**. Once you find the code(s) you want to add to your application, write them down, and return to the application.



The screenshot shows the UNSPSC.org website search results page. The website header and navigation menu are the same as in the previous screenshot. The main content area displays the search results for the keyword 'consulting'. The search form shows 'Search Code' (empty) and 'Search Title' (containing 'consulting'). Below the search form is a table with two columns: 'Code' and 'Title'. The table contains the following data:

Code	Title
80151605	Customs consulting service
81101516	Energy or utility consulting service
85455901	The diagnosis of person consulting on behalf of another person
85455903	The diagnosis of person consulting for explanation of investigation findings
80101508	Business intelligence consulting services
80101511	Human resources consulting service
80101512	Actuarial consulting services

At the bottom of the page, there is a footer with the text '©2021 UNSPSC. All rights reserved.' and a blue arrow pointing right. To the right of the arrow are links for 'Terms of Use | Privacy Policy | Contact Us'.

In the **UNSPSC Classification Selection** section, click **Add UNSPSC Classification**.

UNSPSC Classifications Selection

The selected codes for the products and services your firm provides will appear on the Cal eProcure public search.

UNSPSC-United Nations Standard Products and Services Codes are used by state buyers on contracts. Select at least one code. Located at www.unspsc.org

Do you want to transfer the UNSPSC codes from your Bidder Registration? If no, you must enter at least one UNSPSC code below.

1 of 1

UNSPSC Classification	UNSPSC Classification Description

In the **Search By** section, enter in the code in the **Category** field, then click **Look Up**. When the code displays in the search result, click **Select All**, then click **Save** to return the application.

Continue this process until you are finished adding all your codes.

Search By
Click Ok to add selected UNSPSC code to Application or Click Cancel to Exit

Search Filters

Category

Description

Category	Description
80101508	MGMT Business Prof & Admin Services - Business corporate MGMT consult srvc - Business intelligence consulting srvc

Upcoming Bid

If you intend on responding to a state of California bid/solicitation, answer **Yes** and enter in a **Bid Response Date** by clicking the **calendar** icon and selecting the **date**. Otherwise click **No**.

OSDS provides expedited review for applicants' whose application goes into a "Waiting for Review" status and needs a review prior to the bid's due date.

Remember, to qualify for an expedite review, the bid/solicitation you intend on responding to must be from a California state department or agency.

(Expedite reviews are not application to online auto approved applications)

Upcoming Bid

Do you have a bid due date within the next 30 business days?

Bid Response Date*


Attachment

The attachments page is the last page of the application. Based on the information you provided in the application, you are required to upload these supporting documents.

If you do not see any documents, you may click the Submit Application button. Otherwise, continue with the instructions on how to upload a supporting document as an attachment.

Upload the supporting document by clicking **+ Add Attachment** button under the paper clip icon.

Chris's Teleworking Company - Federal Tax Return - 2017 More Help +



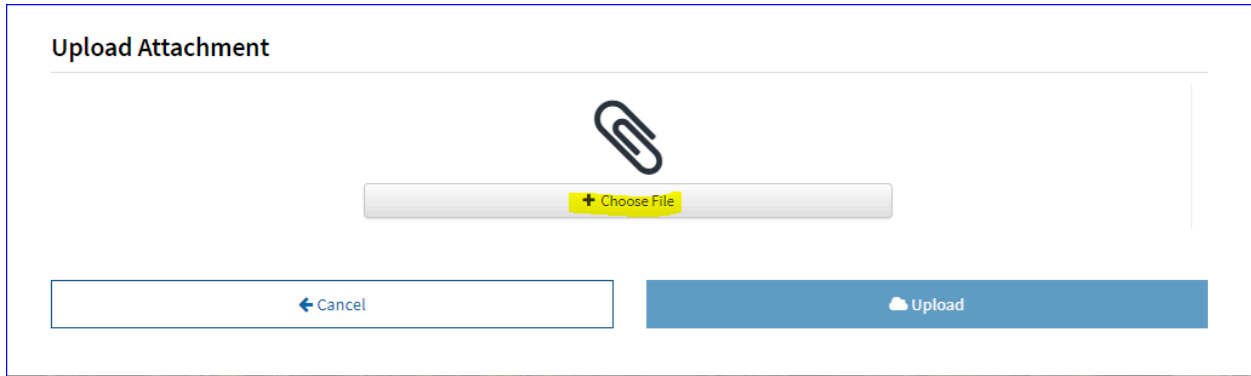
+ Add Attachment

Description

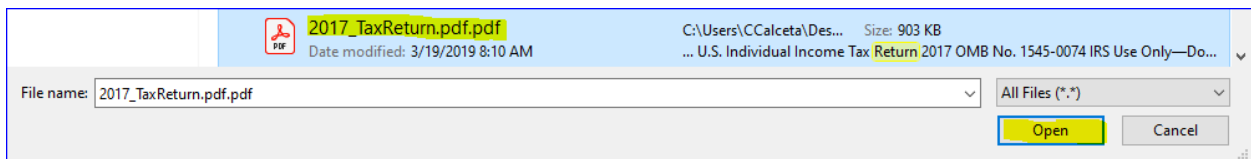
Comments

DATE/TIME STAMP: 02/18/21 3:48PM

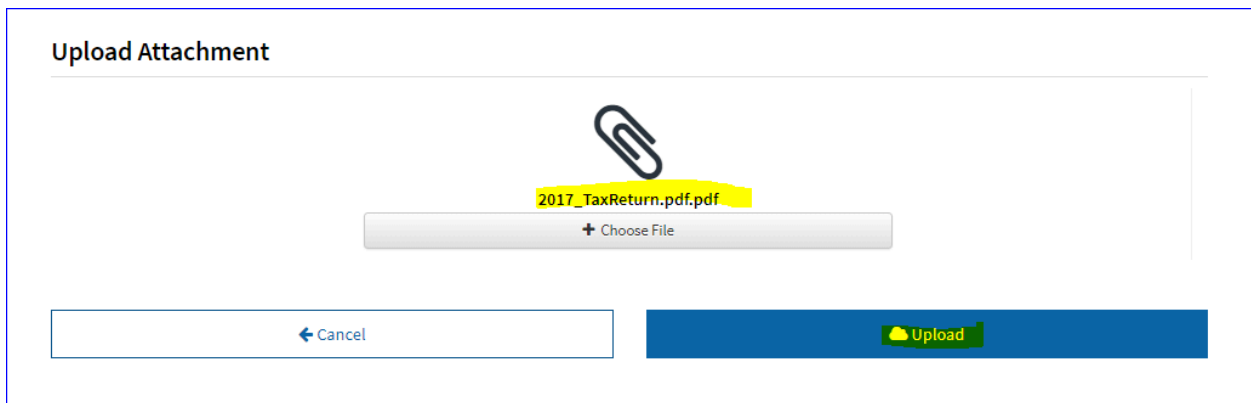
Click **+ Choose File** to open up your files, locate and select the file on your computer, click open



Locate and select the file on your computer, then click **Open** to attach the document (do not double click).



When you see the file name under the paper clip icon, click **Upload** to upload your attachment and return to the attachment page.




If your attachment is successfully uploaded, you'll notice in the attachment page, the file name under the paper clip icon with the **View** and **Delete** button present.

You have the option to enter in a **Description** and **Comments**.


If you need help understanding the required supporting documents, click on the **More Help** button for the help text.


Click the + button to add additional documents.

Chris's Teleworking Company - Federal Tax Return - 2017 More Help +



2017_TaxReturn.pdf.pdf

 View

 Delete

User: thisisfortestingonly
Name: Christopher Calceta
Description:
Comments:

DATE/TIME STAMP: 02/18/21 4:00PM

Make sure the documents you attach are complete. (i.e. every single page of the Federal Tax Returns).

Uploading separate pages of the tax returns are not recommended.

You must upload all required documents. The system will not allow you to submit your application unless all documents have been uploaded.

The system will identify the document(s) that still needs to be uploaded if the **attachments** page is incomplete.

test_document

View

Delete

DATE/TIME STAMP: 02/18/21 4:10PM

Attachment for "Bid Solicitation Information that contains the following: State Agency, Solicitation Number, Bid Due" is required.

Close

Attachment History More Help

Certification Type	Supporting Document	File Name	Description	User	Name	Date/Time Stamp	Comments
	Chris's Teleworking Company - Federal Tax Return - 2018	Test.docx		thisisfortestingonly	Christopher Calceta	01/29/2021 2:42PM	
	Statement of Information or corporate meeting minutes	Test.docx		thisisfortestingonly	Christopher Calceta	01/29/2021 2:42PM	
	Tax Identification Number Verification Document	Test.docx		thisisfortestingonly	Christopher Calceta	01/29/2021 2:42PM	
	Chris's Teleworking Company - Federal Tax Return - 2019	Test.docx		thisisfortestingonly	Christopher Calceta	01/29/2021 2:42PM	
	Chris's Teleworking Company - Federal Tax Return - 2020	Test.docx		thisisfortestingonly	Christopher Calceta	01/29/2021 2:42PM	

Return to Certification Profile Back Save & Exit Save Submit Application

Once all documents are uploaded, you may submit the application.

Bid Solicitation Information that contains the following: State Agency, Solicitation Number, Bid Due

More Help +



test_document.docx

View

Delete

User thisisfortestingonly

Name Christopher Calceta

Description

Comments

DATE/TIME STAMP: 02/18/21 4:09PM

Stock Transfer Ledger and Stock Certificates

More Help +



test_document.docx

View

Delete

User thisisfortestingonly

Name Christopher Calceta

Description

Comments

DATE/TIME STAMP: 02/18/21 4:10PM

[Return to Certification Profile](#)

[Back](#)

[Save & Exit](#)

[Save](#)

[Submit Application](#)

Read the **Penalty of Perjury**. Place a check mark in the **I Accept Terms and Conditions** check box, then click **OK**.

Penalty of Perjury

PENALTY OF PERJURY

Any person that willfully and knowingly provides false information is subject to serious penalties. The submittal of this online application must be authorized by the applicant firm's owner (or officer, in the case of a corporation and member or manager in the case of a Limited Liability Company) or their designated user and hereby certifies that he/she has read and understands that the applicant meets the applicable Small Business and/or Disabled Veteran Business Enterprise certification requirements under Government Code Section 14837 et seq., Military and Veterans Code Section 999 et seq., and California Code of Regulations, Title 2, Section 1896 et seq., and that the foregoing statement and all information submitted herein are truthful and accurate. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

VERIFICATION OR RE-VERIFICATION OF STATUS

All applicants are subject to verification or re-verification of status at any time. Failure by a business to provide requested information that supports its eligibility, by the date and time specified by the Office of Small Business and Disabled Veteran Business Enterprise Services, shall be grounds for certification denial or discontinuance. Sanctions may be imposed for certification program abuse. (See Title 2, California Code of Regulations, Sections 1896.14, 1896.18, 1896.82, 1896.84, 1896.90, 1896.91 and 1896.92. See also Government Code Sections 14842 and 14842.5; Military and Veterans Code Section 999.9 and Public Contract Code Section 10115 et seq., available at www.leginfo.ca.gov.)

Pursuant to the Federal Privacy Act (P.L. 93-579) of 1974 and the California Information Practices Act (IPA) of 1977 (California Civil Code Section 1798, et seq.), notice is hereby given for the request of personal information by this application. The requested personal information is mandatory. The principal purpose of this mandatory information is to determine eligibility for Small Business and/or DVBE Certification. Failure to provide all or any part of the requested information may delay processing of this application. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right, upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular. Direct any inquiries on information maintenance to the appropriate IPA Officer in the Department of General Services, Office of Small Business and DVBE Services.

I Accept Terms and Conditions

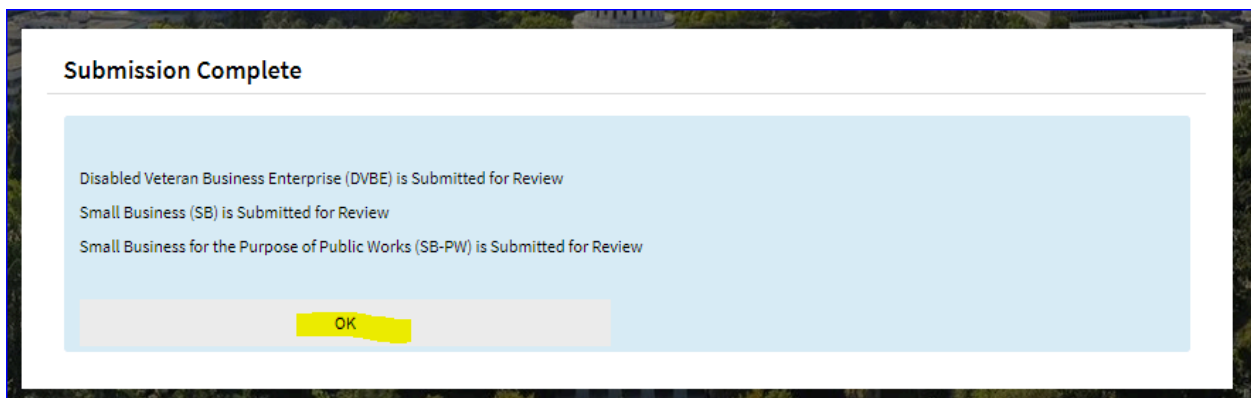
Cancel

OK

You are done! The **Submission Complete** page provides you a status of your certification immediately.

At the Submission Complete page, you will receive 1 of 3 statuses: **Auto Approved**, **Denied** or **Submitted for Review**.

You will receive other statuses while your application is being reviewed. The definitions of those statuses are described below.



Submission Complete

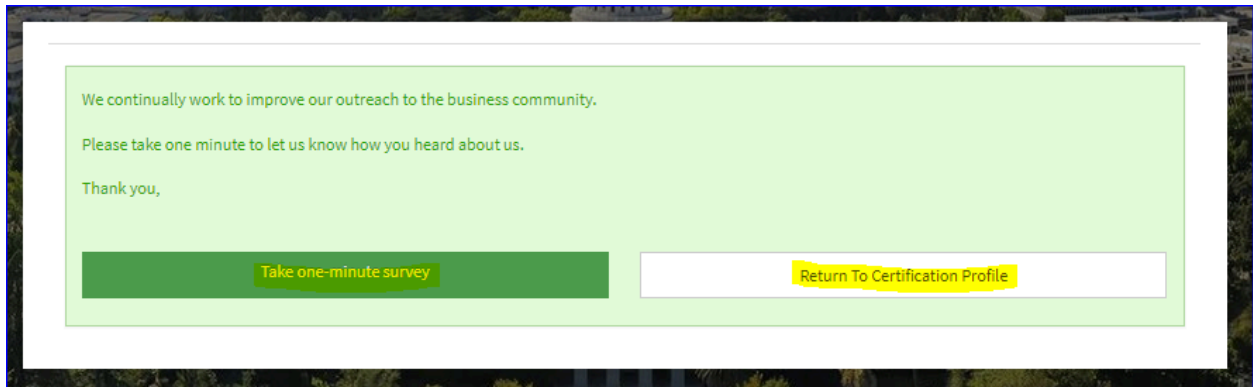
Disabled Veteran Business Enterprise (DVBE) is Submitted for Review

Small Business (SB) is Submitted for Review

Small Business for the Purpose of Public Works (SB-PW) is Submitted for Review

OK

Now that you are done, you may **Take a one-minute survey** or click **Return to Certification Profile**.



If you have any questions, please contact us at 916-375-4940 or emailing OSDSHelp@dgs.ca.gov

Certification Statuses

Auto-Approved means you are auto-approved and certified for 2 years (see certification profile for certification period). You will receive an immediate email notification of your approval. Be sure to read the email notification of your approval thoroughly, as it instructs you on your responsibilities on maintaining your certification. Our office sends out courtesy renewal notification 90 days prior to your certification expiration, however, maintaining your certification is your responsibility. Keep the email updated on your application, as our office sends out notification periodically. To update information on your certification, log in to www.caleprocure.ca.gov, navigate to your Certification Profile, and click "Amend Application". Remember to save your changes.

How do I get a copy of my certification? Unfortunately, our program does not provide certificates. To show proof of certification, print or email a copy of your Certification Profile to the individual(s) requesting verification of your certification. Most departments should be aware by now that this our process.

Denied means your application was denied for certification. The denial reason(s) will be listed. If you feel the denial reasons you received were due to an error in your application, you must start over to recertify by returning to your Certification Profile and click on "Apply for Certification".

Submitted for Review / Waiting for Review means your application was not eligible for an automatic approval and your application has been "Submitted for Review". This means your application has been directed to a queue to be processed. Applications in Waiting for Review requires a review by a certification officer.

You will not be able to access your application until the review is complete. Once the initial review is complete, a certification officer will contact you with their determination.

How long does the review take? The turnaround time for this review process varies depending on the workload and complexity of a review. The more accurate and complete your application submitted is, the quicker the process. Typically, a certification officer will

contact you (via phone call or email) within 1-2 weeks to begin open communication. If you are waiting to hear back beyond 2 weeks, more than likely we are experiencing a high volume of applications.

What to do while you wait? We understand that you are eager to find out your status but please be patient. Your application will go through a series of status changes during the review process. Periodically, you can check the status of your application by navigating to your Certification Profile. Under active certifications, you may see your status change from Waiting for Review to the following statuses below prior to getting approved or denied.

- **Under Review** means your application is currently being reviewed by a Certification Officer. Remember to allow time as a Certification Officer is carefully reviewing and verifying all the information submitted. Once the initial review is complete, the Certification Officer may grant an approval or send correspondence regarding a deficiency.
- **Deficiency** means a review is complete however, upon review it was determined that additional information is required from you to further determine eligibility. Certification Officers may call you to discuss these deficiencies but typically send deficiency correspondence via email. Check your email inbox (or junk/spam inbox) for a deficiency letter from a sender with an email address that ends with either a “@fiscal.ca.gov” or “@dgs.ca.gov”. Instructions on how to respond to the deficiency securely are included in the deficiency letter. For security purposes, DO NOT EMAIL DEFICIENCY ITEMS. If you have any questions regarding your deficiency, please contact the certification officer listed on the deficiency letter first. If response is delayed, you may reach out to our help desk at OSDShelp@dgs.ca.gov for assistance.
- **Deficiency Received** means you’ve successfully submitted your deficiency items in Cal eProcure.

I need my application expedited. Application reviews take time. We understand that bidding opportunities or contract work may pressure you to be certified asap. For this reason, we offer an expedite option for who did not get auto-approved upon submittal of their application. This option will allow applicants front of the line privileges for a review. In the event you are not auto approved and you would like to request for expedite click on the link below for instructions. (bidding/solicitation opportunities with a partnering CA state agency, or applicants who are currently under state contract will qualify.)

<https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/File-a-Certification-Recognition-Expedite-Request?search=expedite>

Completing an Application Left Incomplete

- a. Login to www.caleprocure.ca.gov to be directed to **My WorkCenter**.
- b. Under Certification, click on **Manage Certification**.

- c. On the Certification Profile click, **Continue Application** to be directed to the first page of the application.

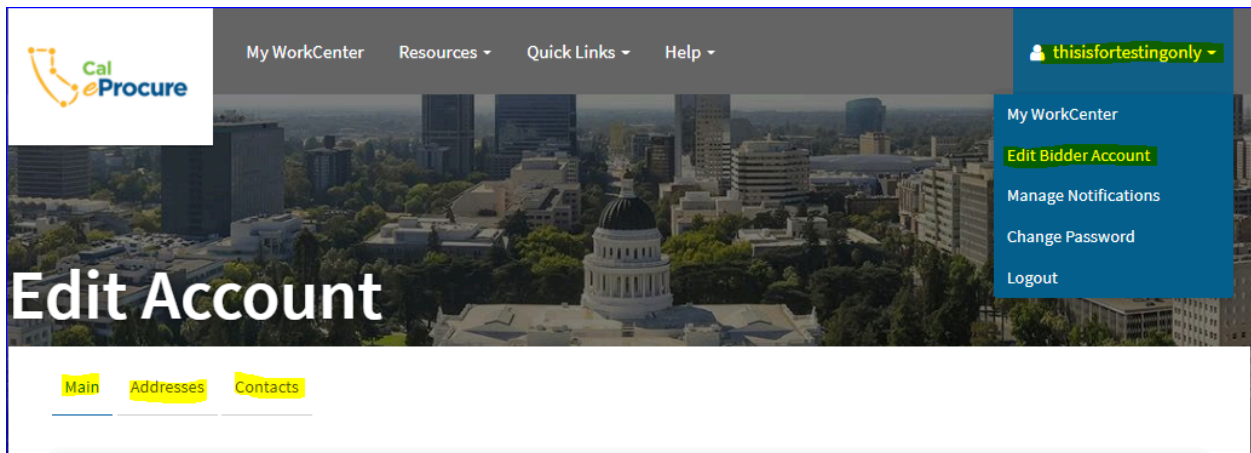
Amending an Application

- a. Login to www.caleprocure.ca.gov to be directed to **My WorkCenter**.
- b.** Under **Certification**, click on **Manage Certification**.
- c. Click on **Amend Application**. Make the changes on your application, then click **Save & Exit** when you are finished.

Edit Bidder Account


(Updating your Registration, adding a New Contact)

- a. Login to www.caleprocure.ca.gov
- b. Click on your **User ID**, then click **Edit Bidder Account**
- c. Click on the tabs (**Main**, **Addresses**, or **Contact**) to navigate your registration.



- d. Make your changes and click **Save** when finished.

Address 1 of 1

Country 

Address 1 *


Address 2

Address 3

City *

County

Postal

State * 
California

Type

Main Address

Bill To Address

Ship To Address

Invoice Address

Delete this address

Add a New Address

Cancel

Save