



Important Notice to Vendors and Contractors

Transition of blanket purchase orders into ePro

In 2012, the County of San Bernardino implemented a web-based electronic procurement system (ePro) to replace the previous procurement system. The County uses this system to issue solicitations, evaluate responses, and issue and track purchase orders (POs) and other contracts, and correspond with County departments and vendors.

Vendors need to register in ePro to gain access to respond to bids electronically, view awarded POs, and update their information as needed. Vendors who have already registered can log in and update their company information at any time.

During the implementation of ePro, County Departments began transitioning their existing blanket POs (they began with the letter "Z" or "R") into ePro and created replacement POs. ePro assigns the replacement POs a different number. Below is a sample of a replacement blanket PO issued from ePro. To view your POs, log into ePro and click on the PO tab.

When the replacement POs are ready, ePro sends an email notification to vendors to log in and view it. Although the replacement POs are assigned a new number by ePro, all terms and conditions and scope of work remain the same.

Because a replacement PO with a different PO number has been issued to the vendor, the old purchase orders are being cancelled and vendors are mailed a copy of the canceled PO.

When corresponding with the County or sending invoices, please use the replacement ePro number. This will help speed up the County's response times.

For vendors that do not have ePro access, please register online to begin using the system. Vendors must enter data in all of the required fields to complete registration; be sure to follow the process until it is successfully completed.

To begin registration, please have available (1) federal tax id or social security number, (2) legal company/vendor name and address, (3) company email address (all correspondence and notifications will be handled electronically) at <https://epro.sbcounty.gov/epro/>

Vendor Quick Reference Guides can be found at <http://www.sbcounty.gov/purchasing/eProcurement/eProGuide.aspx>

Contact the vendor help desk at (855) 800-5046 and the County Purchasing Department at (909) 387-2060.

VENDOR		DEPARTMENT						
ePro Vendor Number		Department	Purchasing					
FAS Vendor Code		Ship To Address	777 E. Rialto Ave San Bernardino, CA 92415					
Vendor Name		Bill To Address	777 E. Rialto Ave San Bernardino, CA 92415					
Address								
Phone								
Requisition Number	RAGENCY13355	PO Status	Sent					
PURCHASE ORDER INFORMATION								
Purchaser	Bill Brock	Payment Terms						
Bid Number		Freight Terms						
Work Order		Shipping Method						
Type Code	Service	Shipping Terms						
PO Date	9/20/2012	Partial Pay	Yes					
Encumbrance	N	1% Contract Transaction Rate	No					
Attachments	Approved Minutes							
ITEM	COMM CODE	DESCRIPTION	QTY	UNIT	UNIT PRICE	DISC	TAX	TOTAL
1.0	996-31		1.00	LOT	\$ 0.00000	\$ 0.00	\$ 0.00	\$ 0.00
2.0	-	IMPORTANT: YOU CAN ASSIST IN EXPEDITING PAYMENT OF YOUR INVOICES BY: 1. SUBMITTING INVOICE ONCE PER MONTH. 2. PROMPTLY MAILING YOUR INVOICES DIRECTLY TO "BILL TO" DEPARTMENT SHOWN IN THE PURCHASE ORDER. THE COUNTY OF SAN BERNARDINO RESERVES THE RIGHT TO CANCEL THIS PURCHASE ORDER BY WRITTEN NOTICE AT THE END OF, OR DURING, ANY FISCAL YEAR DUE TO INSUFFICIENT FUNDING.	0.00		\$ 0.00000	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL								\$ 0.00
APPROVED:								
 BY: Laurie Rozko, Director of Purchasing								