

Step 1 – Log On

Log on with your username and password to BC Bid (www.bcbid.ca).

Step 2 – Retrieve the Posted Opportunity Notice

Click onto **My Documents** in the left-hand menu followed by **Document Search**. The default is to find documents by person. If the notice was posted by you, click the **Search** button (or optionally to narrow the search, enter a document number or select a date range).

Note: If the notice was posted by another person in the organization, change the *Find By* option to *Find by Document Number* and enter all or part of the Document Number before clicking Search.

Click on to the Document Number in the search results to open the notice. If it was amended previously, click on to the latest amendment.

Step 3 – Create the Amendment

Click on **Amendments** in the left-hand menu and then scroll down below the dark blue menu to click on **Amend Document**. A draft amendment will be created; the amendment number will be highlighted in yellow below the Solicitation number.

Step 4 – Change or add information or documents

The amendment is a copy of the previous posting including any attached documents. Information or documents can be added or changed.

Note: if the closing date has changed, be sure to change the Close Date & Time field:

Original Publish Date:	
Close Date & Time:	2012/10/31 14:00
Time Zone:	Local Time

Step 5 – Summary Details

Click on **Summary Details** to open the textbox and enter a brief description of any changes. At the top of the current information, enter the date, amendment number and reason for the amendment (e.g. *October 11, 2012, Amendment #1: "Closing date has been extended to ..."* or *"Question & Answer Document has been added"*)

Step 6 – Publish

Click on **Issue Notice** in the left-hand menu. A Review/Approve screen will pop up; click on **Submit** to publish the opportunity notice to BC Bid. A Document Completed pop-up window is confirmation that the process has been completed.

To view the publicly-posted amendment, click on Opportunities in the left-hand menu and then Browse Opportunities by Organization. Scroll down to click onto the organization name; the amended opportunity notice will be at or near the top of the list.

For assistance, contact the BC Bid Help Desk at 250-387-7301 (Victoria)