

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).

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

Scroll down and click onto the Document Number to open the posted notice. If the opportunity notice was amended, click onto the latest amended document.

Step 3 – Enter Results

Click **Unverified Bid Results** in the left-hand menu.

To add responses, enter information into the boxes and click **Update**. Responses display in the order of entry.

When entering an amount, enter only numbers and a decimal point if there are cents (no commas or dollar signs).

To delete a response, remove the Company name (highlight/delete) and click Update. If deleting more than one response, click Update after each one.

The Ebid checkbox is optional and for internal use only. It will not display publicly.

To upload to the BC Bid website, click **Preview** and use the **Publish** function.

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