

The purpose of this BC Bid Supplier Quick Reference Guide (QRG) is to act as a high-level guide. For detailed instructions and more information, see the [Timber Auction Supplier Guide](#).

To...	Follow these steps...	Tips and Links...
Search for Opportunity	<ol style="list-style-type: none"> 1. From the Supplier Dashboard, click Opportunities 2. Use the Search box to search by keyword and use additional filters as needed 3. Click Search 4. To view the details of an opportunity, click the Opportunity ID 	Search by Opportunity Type = Timber Auction to search all Timber Auction Opportunities.
Start Submission	<p>Click Start Submission to:</p> <ul style="list-style-type: none"> • Receive notifications of amendments • Easily access the opportunity on the Manage Submissions list • Begin drafting the e-Bid submission for the opportunity in the application 	
Review Opportunity Information	<ol style="list-style-type: none"> 1. The Overview tab contains general information such as Timber Auction Type/Subtype, Opportunity Description, Issued by/for, Open/Closing Date, Submission Instructions and all Timber Sales Licence (TSL) documents 2. The Opportunity Details tab contains the Official Contact and Licence information 3. The Process Rules tab contains the Invitation for Applications for a Timber Sale Licence 4. The Responses tab contains the response form to complete the Application and Tender for an e-Bid response to the opportunity 5. The Pricing tab contains the TSL species breakdown and is where the bonus bid/bonus offer is entered for e-bid submissions 	Click the Save button frequently and when moving between tabs.
Download Documents	<ol style="list-style-type: none"> 1. At the top of any tab in an opportunity, click Download Documents 2. Check the Downloads folder on your computer 	The Hardcopy Submission Package contains the documents required to submit a hardcopy bid.
Submit an e-Bid Response	<ol style="list-style-type: none"> 1. Review all tabs on the left-hand menu 2. Complete the Pricing and Responses tabs 3. Click the e-Bidding tab 4. Enter the Business BCeID in the e-Bidding Authorization section and click Authenticate 5. Click Validate & Send to submit the response 	

To...	Follow these steps...	Tips and Links...
Submit a Hardcopy Bid Response (drafted outside of BC Bid)	<ol style="list-style-type: none"> 1. Download the Hardcopy Submission Package documents 2. Check your computer's Downloads folder 3. Complete the required documentation as directed in the Hardcopy Submission Instructions and Process Rules 4. Submit the response according to the Process Rules. 	
View an Amendment	<ol style="list-style-type: none"> 1. The Title of the opportunity will indicate the Amendment version 2. From the Overview tab, review the current Amendment Reason and Amendment History 3. If an e-Bid response was previously submitted, it will need to be resubmitted 	Amendments represent a substantial change. If an amendment is issued, your e-Bid will need to be resubmitted.
Submission History	<ol style="list-style-type: none"> 1. Click Submission History 2. View the list of submissions and their statuses 3. Click the Submission Title to view the submission 4. Optional: Use the Withdraw Submission drop-down to withdraw a submission 	

BC Bid Help Desk Information

Help desk hours: 8:30 am to 4:30 pm Monday to Friday

Email: bcbid@gov.bc.ca

Phone:

Direct: 1-250-387-7301

Toll Free (BC only): 1-800-663-7867

View the [Supplier Guide](#) on BC ProcurementResources