

BCBid

Supplier Guide – Account Management

Introduction

BC Bid is an online marketplace where public sector organizations (including municipalities, school districts, health authorities, Crown corporations and the B.C. government) advertise opportunities for a wide range of goods and services contracts.

The BC Bid application is a key tool, supporting B.C.'s Procurement Strategy transformation goals. This application provides a modern platform for government sourcing projects, increases transparency, and makes it easier for businesses of all sizes to do business with the public sector entities.

The application is easy to navigate and allows users to complete many tasks online:

- Buyers can set up opportunities, communicate with team members and suppliers, and post and award contracts.
- Suppliers can subscribe to or renew e-Bidding accounts and opportunity subscriptions, view and respond to opportunities (some via e-Bids), manage a dashboard of their opportunities and communicate with buyers.

This guide provides information to suppliers on how to manage accounts in the BC Bid application.

How to Use this Guide

Hyperlinks throughout this guide take you to the appropriate sections, as well as to short video clips demonstrating key functions.

Opening the Navigation Pane on the left of your screen allows you to quickly move between sections of the document – click any heading to jump directly to that section. To open the Navigation Pane, click the **View** tab in the ribbon at the top of your screen, select the check box beside **Navigation Pane**.

Condensed Quick Reference Guides (QRG) are available on the BC Procurement Resources site. For suppliers there are two QRGs, one for registration and one for submissions.

Information Icons

Information icons are included throughout this document and other BC Bid Guides to provide additional context and navigation support.



This icon indicates important information such as instructions that will have impact further ahead in the process or provides additional information or context for a process.



This icon indicates additional information about or related to a process.



This icon indicates a link to a video clip demonstrating a function.

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Getting Started

Introduction

BC Bid suppliers can use their own Supplier Dashboards to manage their accounts and be able to:

- Create a short list of proposals
- Manage proposals
- Update company information
- Have multiple users within the business collaborate on proposals
- Receive notifications on amendments and addenda on opportunities of interest by clicking the Start Submission button
- Draft a submission online with the BC Bid application (some opportunity types)
- Submit response via e-Bidding (subscription required)

To register for BC Bid, a Business BCeID is required. Suppliers without a BCeID can visit www.bceid.ca.

The first user to register a business will be assigned the **Supplier Admin** role for the company. Once additional users are registered, this role can be reassigned. The Supplier admin is responsible for activating additional users for the company in BC Bid. See [Appendix 3](#), [Appendix 4](#), and [Appendix 5](#) for more information on the role responsibilities.

An additional user must have a BCeID created by the company's Business Profile Manager in BCeID before registering with BC Bid. The new user will go through the registration process and will then need the Supplier Admin to activate their account in BC Bid.

The Supplier admin can create multiple sites for their legal entity. This is useful when different sites for the same legal entity want to submit competing bids for the same opportunity. Different legal entities will need their own BCeID accounts. To navigate between supplier sites, click the arrow beside the company name in the upper right-hand corner.

The person with the Supplier Admin role can be the same person as the BCeID Business Profile Manager, but it can be a different person.

Subscription Expiry Dates

When users are subscribed to e-Bidding or Notification subscriptions, the expiry date listed is the date that the subscription is expired. Eg: expiry date June 1, 2022, the service is expired, and the user cannot use their subscription. The last date of the subscription is May 30, 2022.

General Interface

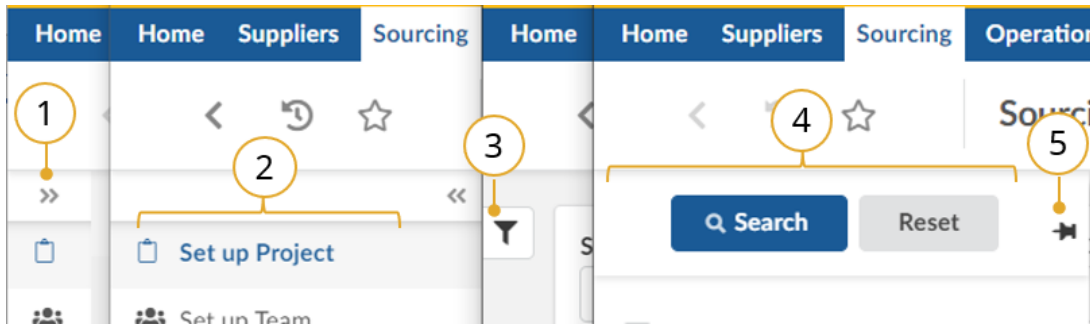
This section describes some general functionality of BC Bid.

Browser Types

BC Bid will work with all modern web browsers. Microsoft Edge or Google Chrome are recommended. **BC Bid is not compatible with Internet Explorer.**

If using Firefox, ensure that popups are allowed. Do not click the “Don’t allow env.ivalua.ca to prompt you again” message.

Expand/Collapse Menu and Expand/Collapse Filters



1. The left-hand menu can be expanded or collapsed by selecting the **double arrow**. When collapsed the icon related to each step is visible, hover over the icon to see the name.
2. Expanded.
3. Filters on tables can be expanded by clicking the **funnel icon**.
4. Expanded.
5. Click **pin icon** to keep open.

Search Commodity Codes

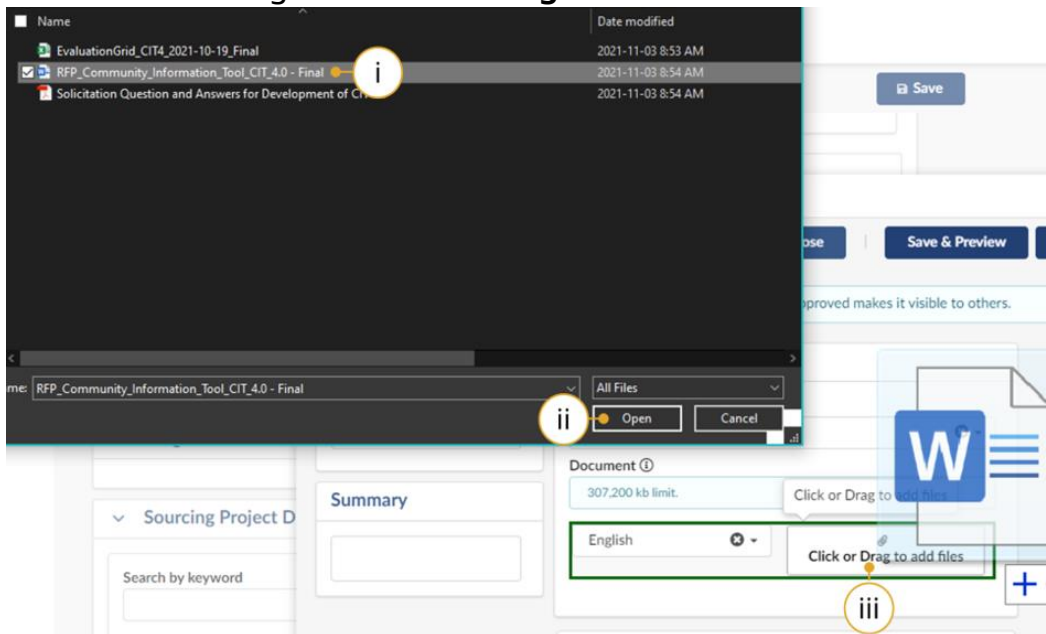
In the Commodity Code search dialog box (only), the search is *first match* not *best match*. First match relates to close spelling as you progress down the alphanumeric tree, whereas best match considers context. Alternatively, searching in the Commodities drop-down produces a *best match* result.

Note that when there is an active search, the commodity code selector sticks to the search results. Be sure to reset the search to allow you to expand the selection you want. You can also update your search to include results with terms in that specific tree.

For more details, please see the [Commodity Codes video](#).

Adding files

Files are added using the **Click or Drag to add files** button.



- i. Select the document to upload.
- ii. Click **Open**.
- iii. Alternatively, open Windows Explorer and drag the file to the Click or Drag to add files button.

File Size and File Formats

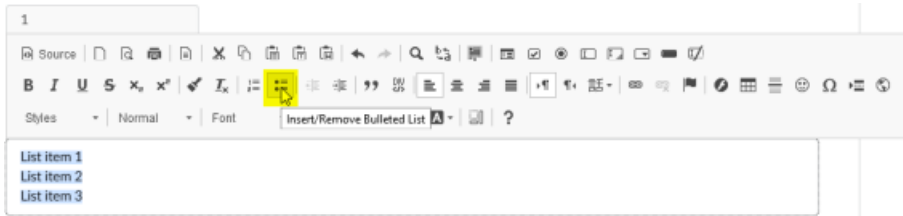
File uploads are limited to 500 MB per file. File types include common business application file types. There are an unlimited number of attachments.

Text Fields Editing Toolbar

Most text fields in the application allow for the entry of rich text using the editor or What You See Is What You Get (WYSIWYG) toolbar. Only some of the buttons on this toolbar are operational.

Copy/Paste: Use CTRL+C for copy and CTRL+V for paste instead of mouse-click (right-click).

Also note that pasting in a bulleted list from an external document may not work as expected. Copy in an un-bulleted list of text, select these rows of text, and then click the Bulleted List icon in the toolbar.



Close to Save Using “X”

In many instances throughout BC Bid, you will make selections in a dialog box. In cases where you do not see a Save & Close button, click the “X” at the top-right of the dialog box, the application saves your entry.

Excel Response Form (Invitation to Quote, Timber Auction and Invitation to Tender only)

If completing the Excel response form outside BC Bid, some fields may have long instructions. Turning on text wrapping in Excel will make viewing content easier.

If completing the Excel response form outside BC Bid, answers to questions are case sensitive (eg: yes/Yes). Refer to the response form in BC Bid for how to complete the fields.

Prepare & Register

See the [Supplier Registration guide](#) for information on how to prepare and register for BC Bid.

Supplier Dashboard

The screenshot shows the BC Bid Supplier Dashboard. At the top, there is a navigation bar with 'Home', 'General Info.', and 'Sourcing' tabs. The 'Home' tab is selected, and the page title is 'Supplier Dashboard'. A search bar is located in the top right corner. The dashboard is divided into several sections:

- Submissions in Progress:** A card showing '0' submissions in progress, with a callout 'a' pointing to the card.
- Welcome Suppliers!:** A card with a message: 'All kinds of exciting things are happening and coming up! Watch this space for updates.' Callout '2' points to the 'Home' tab, and callout 'a' points to this card.
- My Subscriptions:** A card with 'Ebidding Expiry' and 'Notifications Expiry' sections, with callout 'b' pointing to the card.
- Performance:** A card with an information icon, with callout 'b' pointing to it.
- Supplier Resources:** A card with a message: 'Intended to provide a list of information resources for Suppliers. Links to key training material, reference material, policies, etc. Information for contacting helpdesk.' Callout 'c' points to the 'Opportunities' icon in the left sidebar, and callout 'd' points to the card.
- Closing Soon:** A card with an information icon, with callout 'e' pointing to the card.
- Supplier Status:** A card showing 'Registration Onboard Pending' and 'Preparation Gather Information' with green checkmarks. A message below says: 'There is no item requiring your attention at the moment.' Callout 'c' points to the 'Opportunities' icon in the left sidebar.
- Recently Amended:** A card with an information icon.

At the bottom left, there is a footer with '[Site map] [Legal mentions]'. At the bottom right, there is a footer with 'BC Bid v1.2 ©'.

1. Log in to BC Bid.
2. Navigate to the **Home** tab to see the Supplier Dashboard.
 - a. Click the **Submissions in Progress** to review all In Progress submissions.
 - b. Review the **My Subscriptions** to see the e-Bidding and Notifications expiry dates.
 - c. Click a **Quick Access** button to navigate quickly to a particular area of BC Bid.
 - d. Check the **Supplier Resources** for important information
 - e. Review the **Closing Soon** list to view the opportunities you are interested in that are closing the soonest.



[Exploring the Supplier Dashboard](#)



Closing Soon and **Recently Amended** lists are based on selecting showing interest in an opportunity by selecting the "Start Submission" button. They are unique to each user.

h

Adjust Contrast

Acceptance

Alfred A.

Home General Info. Sourcing

Supplier Dashboard

0 Submissions in Progress

Welcome Suppliers! ⓘ

All kinds of exciting things are happening and coming up! Watch this space for updates.

My Subscriptions ⓘ 1 Results

Ebidding Expiry Notifications Expiry

Performance ⓘ

Company Profile

Opportunities

My Subscriptions

Supplier Resources

Intended to provide a list of information resources for Suppliers

- Links to key training material, reference material, policies, etc.
- Information for contacting helpdesk

Closing Soon ⓘ

Supplier Status ⓘ f

Registration Onboard Pending

Preparation Gather Information

There is no item requiring your attention at the moment.

Recently Amended ⓘ g

[Site map] [Legal mentions] BC Bid v1.2 ©

- Check the **Supplier Status** area to review any items that may require attention.
- Review the **Recently Amended** list to view opportunities of interest that have been recently amended.
- Optional: Click **Adjust Contrast** to change the theme for accessibility.

Company Profile

The person with the Supplier Admin role is responsible for keeping the company information up to date. Updates to the Company Information can be done through the Company Profile.

Company Information

The screenshot displays the BC Bid Supplier Dashboard. The top navigation bar includes 'Home', 'General Info', and 'Sourcing'. The 'Company Profile' link is highlighted in the left sidebar, and a yellow callout box with the number '1' points to it. The main content area shows a 'Supplier Dashboard' with various widgets: 'Welcome Suppliers!', 'My Subscriptions' (1 Results), 'Performance', 'Supplier Resources', 'Closing Soon', 'Supplier Status' (Registration Onboard Pending, Preparation Gather Information), and 'Recently Amended'. A green checkmark icon and the text 'There is no item requiring your attention at the moment.' are visible in the Supplier Status section.

1. Log in to BC Bid as the account with the **Supplier Admin** privileges.
2. On the main menu, either click **General Info** and then select **Company Profile**, or click **Company Profile** from the left side of the Supplier Dashboard.



[How to Manage the Supplier Profile](#)

The screenshot displays the 'Company Info' page in the BC Bid system. The page is divided into two main sections: 'Company' and 'Address'. The 'Company' section includes fields for 'Legal Name' (Alligator, Alfred), 'Doing Business as Name' (Sample Company A), 'Website', 'Legal Structure', 'Year Founded', and 'Company Size'. The 'Address' section includes fields for 'Address Label', 'Office Street Address' (with a search prompt), 'Mailing Address (if different)', 'City', 'Postal / Zip Code', 'State/Province', and 'Country' (set to CANADA). A red circle with the number '3' highlights the 'Create a change request' button at the top of the form. The page also features a navigation menu on the left and a top navigation bar with 'Home', 'General Info.', and 'Sourcing' tabs.

3. If an update to the Company Information is needed, click **Create a change request**.



If **Create a change request** is not visible, there may be a change request already in progress that has not been reviewed by the BC Bid Help Desk. If your Supplier Registration isn't complete (see the **Supplier Status** on the **Supplier Dashboard**) the **Create a change request** will be visible.

4. In the **Reason for change request** text box, enter the reason for the change.
5. Update the related company information in the boxes below.
6. Click **Save**.
7. Click **Submit for Approval** once complete.
8. The BC Bid Help Desk will review and approve any change requests.



If a Change Request is saved and not submitted, it can be retrieved from the [Change Log](#). From the Change Log, it can be submitted or cancelled.

The screenshot shows the 'Company Info' page in the BC Bid system. The page includes a navigation menu on the left with options like 'Company Information', 'Contacts', 'Subscriptions', 'Documents & Certs.', 'Additional Information', 'Change Log', and 'Sites'. The main content area displays a table of change log entries. A circled '9' points to the 'Approved' status of the first entry.

| Created on | Requester | Reason | Status | Modified on | Approver |
|------------|------------------|--|-----------|-------------|------------------|
| 2022-03-09 | Alfred Alligator | update company info and add address | Approved | 2022-03-10 | Lauren Pinkerton |
| 2022-03-09 | Alfred Alligator | update company info and office address | Cancelled | 2022-03-09 | Alfred Alligator |

2 Result(s) Result(s)

9. Once approved, the change log will update to a status of **Approved**.

Contacts

Add Additional Users to your BC Bid Account

Adding additional users as a contact allow for multiple users within the same organization's site to collaborate on submissions in BC Bid by using the [Manage Team](#) menu when responding to an opportunity. Each user will use their own BceID to access BC Bid.

1. To create additional users, log in to the BceID system as the Business Profile Manager or Business Accounts Manager.
2. Create new BceID user account(s).
 - a. Assign a user ID(s) and create password(s).
3. When the new user(s) logs in to BC Bid, they will follow the steps for [First Log in for Additional Users](#).
4. The Supplier Admin will [Approve the Additional User](#) in BC Bid.

If a company has multiple [Supplier sites](#), all contacts belong to the main site and the Supplier Admin will add contacts to the other sites.

Approve Additional users

The screenshot shows the BC Bid Supplier Dashboard. At the top right, the user 'Alfred A.' is logged in, with a red 'Acceptance' badge. A callout '1' points to the user profile dropdown menu. On the left sidebar, a callout '2' points to the 'Company Profile' icon. In the main content area, a callout '0' points to the 'Submissions in Progress' widget, which shows '0' submissions. The dashboard includes sections for 'Welcome Suppliers!', 'My Subscriptions' (1 Results), 'Performance', 'Supplier Resources', 'Closing Soon', 'Supplier Status' (Registration Onboard Pending, Preparation Gather Information), and 'Recently Amended'. A message states: 'There is no item requiring your attention at the moment.' The footer contains '[Site map] [Legal mentions]' and 'BC Bid v1.2 ©'.

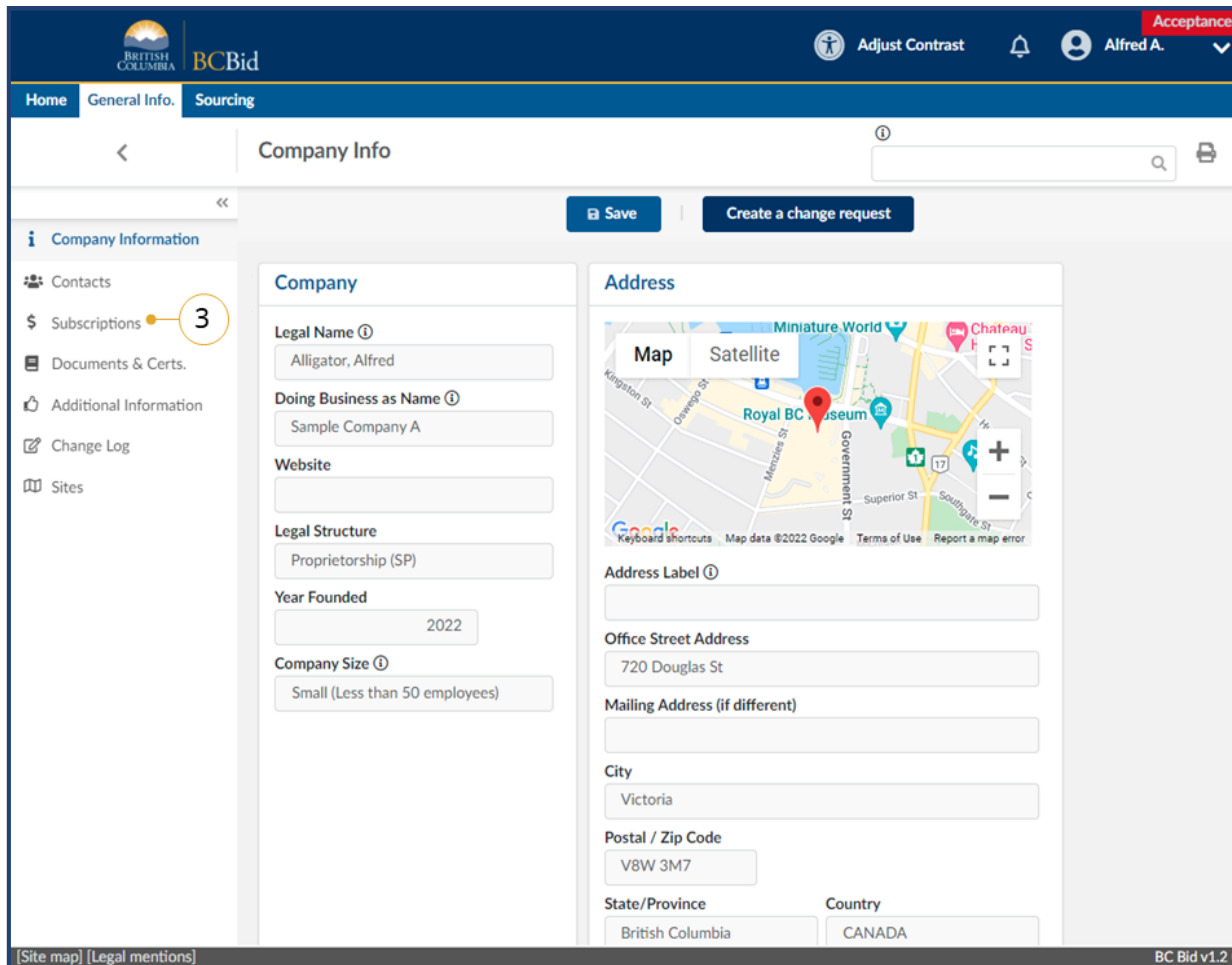
1. Log in to BC Bid as the account with the Supplier Admin role.
2. On the **Supplier Dashboard**, click **Company Profile** or on the main menu, click **General Info**, then **Company Profile**.



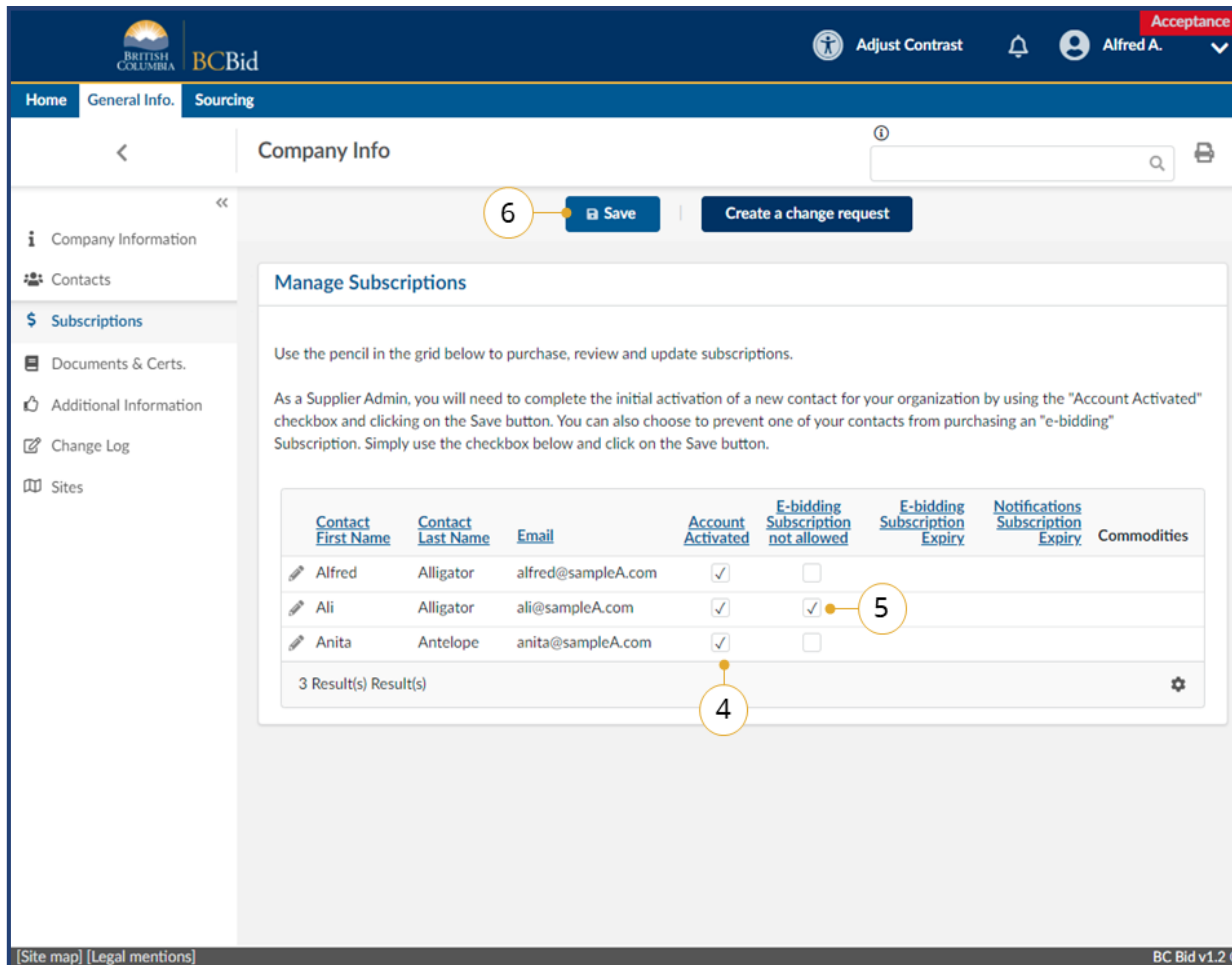
[How to Manage Additional Contacts](#)



This process needs to be completed by the person with **Supplier Admin** privileges after the additional user has completed the [Register - Additional Users](#) section.



3. In the left-hand menu, click **Subscriptions**.



4. In the **Account Activated** column, select the appropriate **checkbox** to activate the account.
5. *Optional:* To prevent a user from purchasing an e-Bidding subscription, **e-Bidding subscription not allowed checkbox**.

Note: Notification subscriptions may still be purchased by the user.

6. Click **Save**.

Assign the Supplier Admin Role

The Supplier Admin manages administration, including creating/ managing supplier (BCeID and BC Bid accounts), activating new users and allowing e-Bidding privileges.

The screenshot shows the BC Bid Supplier Dashboard. The top navigation bar includes 'Home', 'General Info.', and 'Sourcing'. The 'General Info.' menu is highlighted with a circled '2' and an arrow pointing to the 'Company Profile' link in the left sidebar. The 'Supplier Admin' user role is indicated by a circled '1' next to the user name 'Alfred A.' in the top right corner. The dashboard content includes sections for 'Welcome Suppliers!', 'My Subscriptions' (1 Results), 'Performance', 'Supplier Resources', 'Closing Soon', 'Supplier Status' (Registration Onboard Pending, Preparation Gather Information), and 'Recently Amended'. A message states 'There is no item requiring your attention at the moment.' The footer contains '[Site map] [Legal mentions]' and 'BC Bid v1.2 ©'.

1. Log in to BC Bid as the account with the **Supplier Admin** privileges.
2. On the **Supplier Dashboard**, click **Company Profile** or on the main menu, select **General Info**, then **Company Profile**.

See [Appendix 3](#) and [Appendix 4](#) for information on Supplier admin and Additional User responsibilities.

The screenshot shows the 'Company Info' page in the BC Bid system. The left-hand menu has 'Contacts' circled with a '3'. At the top right of the main content area, the 'Save' button is circled with a '6'. In the 'Internal Contacts' table, the 'Supplier admin' checkbox for the contact 'Antelope Anita' is circled with a '4/5'.

| Contact | Position | Role | Email |
|------------------|-----------------|--|--------------------|
| Alligator Alfred | General Manager | <input checked="" type="checkbox"/> Supplier admin | alfred@sampleA.com |
| Alligator Ali | Accounting | <input type="checkbox"/> Supplier admin | ali@sampleA.com |
| Antelope Anita | Sales | <input type="checkbox"/> Supplier admin | anita@sampleA.com |

3. In the left-hand menu, click **Contacts**.
4. In the **Role** column, select **Supplier admin** checkbox for the contact to receive the role.
5. To remove the Supplier Admin role from a contact, uncheck the checkbox.
6. Click **Save**.



There can only be one contact assigned the Supplier Admin role.

Edit User Information

The screenshot displays the BC Bid Supplier Dashboard. At the top, there is a navigation bar with 'Home', 'General Info.', and 'Sourcing' tabs. The 'General Info.' tab is selected and highlighted with a blue background. A circled '1' with an arrow points to the 'General Info.' tab. Below the navigation bar, the dashboard content includes a 'Supplier Dashboard' header, a search bar, and several widgets: 'Welcome Suppliers!', 'My Subscriptions' (1 Results), 'Performance', 'Supplier Resources', 'Closing Soon', 'Supplier Status' (Registration Onboard Pending, Preparation Gather Information), and 'Recently Amended'. A 'Company Profile' widget is also visible in the left sidebar.

1. On the **Supplier Dashboard**, click **Company Profile** or on the main menu, select **General Info**, then **Company Profile**.



Users can edit their own information and the person with the Supplier Admin role can edit the information for all users.

The screenshot displays the BC Bid Supplier Guide interface. The top navigation bar includes the BC Bid logo, user profile (Alfred A.), and an 'Acceptance' status. The main content area is titled 'Company Info' and features a left-hand navigation menu with options like 'Company Information', 'Contacts', 'Subscriptions', 'Documents & Certs.', 'Additional Information', 'Change Log', and 'Sites'. The 'Contacts' menu item is highlighted with a circled '2'. The main content area shows 'Internal Contacts' with a table listing contacts. The 'Antelope Anita' contact row is highlighted with a circled '3'.

| Contact | Position | Role | Email |
|------------------|-----------------|--|--------------------|
| Alligator Alfred | General Manager | <input checked="" type="checkbox"/> Supplier admin | alfred@sampleA.com |
| Alligator Ali | Accounting | <input type="checkbox"/> Supplier admin | ali@sampleA.com |
| Antelope Anita | Sales | <input type="checkbox"/> Supplier admin | anita@sampleA.com |

2. In the left-hand menu, click **Contacts**.
3. Click the **pencil icon** beside the contact name.

The screenshot displays the 'Supplier contact management : Anita ANTELOPE' page. At the top, there is a navigation bar with 'Home', 'General Info.', and 'Sourcing'. The user 'Alfred A.' is logged in. A 'Save' button is highlighted with a yellow circle and the number '5'. Below it is a form with three main sections: 'Identity', 'Phone', and 'Last Connection'. The 'Identity' section contains fields for 'Contact First Name*' (Anita), 'Contact Last Name*' (Antelope), 'Email*' (anita@sampleA.com), 'Position' (Sales), 'Supplier Legal Name' (Alligator, Alfred), and 'Supplier DBA'. The 'Phone' section has fields for 'Phone', 'Cell Phone', and 'Fax'. The 'Last Connection' section shows 'Last Connection' as '2022-03-09 at 1:21 PM with IP address:'. A yellow bracket labeled '4' encompasses the 'Identity', 'Phone', and 'Last Connection' sections. At the bottom, there is a map section with 'Map' and 'Satellite' options. The footer includes '[Site map] [Legal mentions]' and 'BC Bid v1.2'.

4. Edit any of the fields as required.
5. Click **Save**.

Remove User

The screenshot shows the BC Bid Supplier Dashboard. At the top, there is a navigation bar with 'Home', 'General Info.', and 'Sourcing' tabs. The 'General Info.' tab is selected. In the top right corner, there is a user profile for 'Alfred A.' with a dropdown arrow. A red 'Acceptance' badge is visible next to the user name. A circled '1' points to the user profile dropdown. Below the navigation bar, the main content area is titled 'Supplier Dashboard'. On the left side, there is a sidebar with several icons: 'Submissions in Progress' (0), 'Company Profile' (i), 'Opportunities' (Q), and 'My Subscriptions' (\$). A circled '2' points to the 'Company Profile' icon. The main content area contains several widgets: 'Welcome Suppliers!' with a message, 'My Subscriptions' showing 1 Result, 'Performance', 'Supplier Resources' with a list of links, 'Closing Soon', 'Supplier Status' with 'Registration Onboard Pending' and 'Preparation Gather Information' both marked with green checkmarks, and 'Recently Amended' with a message: 'There is no item requiring your attention at the moment.' The footer contains '[Site map] [Legal mentions]' on the left and 'BC Bid v1.2 ©' on the right.

1. Log in to BC Bid as the account with the Supplier Admin privileges.
2. On the **Supplier Dashboard**, click **Company Profile** or on the main menu, select **General Info**, then **Company Profile**.

5 Save | Create a change request

3 Subscriptions

Manage Subscriptions

Use the pencil in the grid below to purchase, review and update subscriptions.

As a Supplier Admin, you will need to complete the initial activation of a new contact for your organization by using the "Account Activated" checkbox and clicking on the Save button. You can also choose to prevent one of your contacts from purchasing an "e-bidding" Subscription. Simply use the checkbox below and click on the Save button.

| Contact First Name | Contact Last Name | Email | Account Activated | E-bidding Subscription not allowed | E-bidding Subscription Expiry | Notifications Subscription Expiry | Commodities |
|--------------------|-------------------|--------------------|-------------------------------------|-------------------------------------|-------------------------------|-----------------------------------|-------------|
| Alfred | Alligator | alfred@sampleA.com | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Ali | Alligator | ali@sampleA.com | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| Anita | Antelope | anita@sampleA.com | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |

3 Result(s) Result(s)

4

[Site map] [Legal mentions] BC Bid v1.2

3. In the left-hand menu, click **Subscriptions**.
4. Uncheck the Account Activated checkbox to remove the permissions for the contact.
5. Click **Save**.

Subscriptions

Signing Up – First Time Subscriptions

The screenshot displays the BC Bid Supplier Dashboard. At the top, there is a navigation bar with 'Home', 'General Info.', and 'Sourcing'. The 'General Info.' tab is active. Below the navigation bar, the dashboard is divided into several sections. On the left, there is a sidebar with icons for 'Submissions in Progress' (0), 'Company Profile', 'Opportunities', and 'My Subscriptions' (a). A red circle with the number '1' highlights the 'General Info.' tab in the navigation bar. The main content area includes a 'Welcome Suppliers!' message, a 'My Subscriptions' section with '1 Results' and 'Ebidding Expiry' and 'Notifications Expiry' links, a 'Performance' section, a 'Supplier Resources' section with links to training material and helpdesk information, a 'Closing Soon' section, a 'Supplier Status' section with 'Registration Onboard Pending' and 'Preparation Gather Information' both marked as complete, and a 'Recently Amended' section. A message states 'There is no item requiring your attention at the moment.' The footer contains '[Site map] [Legal mentions]' and 'BC Bid v1.2 ©'.

1. On the Main Menu, click **General Info** then select **Company Profile** or on the **Supplier Dashboard** click **Company Profile**.
 - a. Alternatively, click **My Subscriptions** to go directly to the Subscriptions for the current user. Continue with step 4.



[How to Manage Subscriptions](#)



Subscriptions are assigned to each contact. If a contact is assigned to multiple sites, they can use their subscriptions for each site.

The screenshot displays the 'Manage Subscriptions' page in the BC Bid system. The left-hand navigation menu is visible, with 'Subscriptions' highlighted by a circled '2'. The main content area features a table of contacts with the following columns: Contact First Name, Contact Last Name, Email, Account Activated, E-bidding Subscription not allowed, E-bidding Subscription Expiry, Notifications Subscription Expiry, and Commodities. The first row of the table is highlighted with a circled '3'.

| Contact First Name | Contact Last Name | Email | Account Activated | E-bidding Subscription not allowed | E-bidding Subscription Expiry | Notifications Subscription Expiry | Commodities |
|--------------------|-------------------|--------------------|-------------------------------------|-------------------------------------|-------------------------------|-----------------------------------|-------------|
| Alfred | Alligator | alfred@sampleA.com | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Ali | Alligator | ali@sampleA.com | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| Anita | Antelope | anita@sampleA.com | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |

2. On the left-hand menu, click **Subscriptions**.
3. Click the **pencil icon** beside the user who will be subscribing.



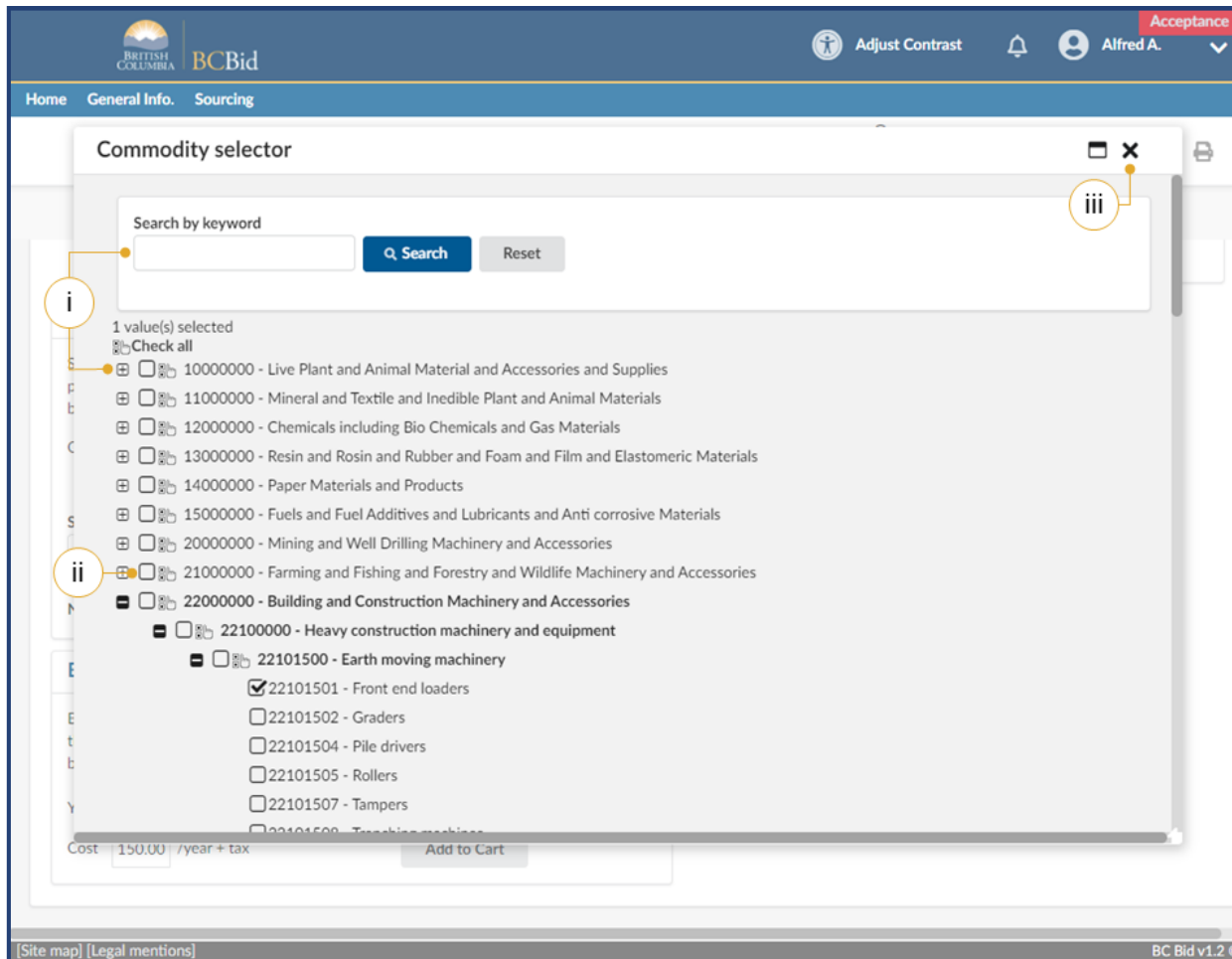
The Supplier Admin will see all contacts within the organization, users will only see their own name.

The screenshot displays the 'Manage Subscriptions for a Contact' interface. At the top, there is a navigation bar with 'Home', 'General Info.', and 'Sourcing'. The main content area includes a 'Save' button (labeled 'b'), a 'Request Subscription Transfer from old BC Bid' section with fields for 'Old BC Bid email', 'Old BC Bid E-bidding Subscription Expiry', and 'Old BC Bid Notifications Subscription Expiry', and a 'Notifications' section. The 'Notifications' section contains a cost field (100.00/year + tax), an 'Add to Cart' button (labeled '4'), and a 'Subscribed Commodities' dropdown menu (labeled 'a'). A note at the bottom of the 'Notifications' section states: 'Note: After selecting commodity codes, click on 'Save' to save your selections.'

4. Click **Add to Cart** for each of the subscription(s) required.
 - a. When adding Notifications, use the **Subscribed Commodities** drop-down list to select the commodity code(s) to receive notifications for.



Additional commodities can be added later, see [Editing a Subscription](#) below.



- b. In the drop-down list, click **See All** for an expanded browse view of all commodity codes.
 - i. Use the search feature or navigate the commodity code tree using the **+ icon** to find the desired code.
 - ii. Use the **checkbox** to select the desired commodity code(s).
 - iii. Click the **X** in the upper right corner to close the dialog window.
- c. Click **Save**.

NOTE: As opportunities are posted based on the commodity codes you are subscribed to, one email notification will be sent per day with all relevant opportunities (if applicable) amalgamated into one email in a list.

Manage Subscriptions for a Contact

Save

Manage Subscriptions

Contact First Name: Alfred
 Contact Last Name: Alligator
 Email: alfred@sampleA.com

Request Subscription Transfer from old BC Bid

Old BC Bid email: [input]
 Old BC Bid E-bidding Subscription Expiry: [calendar]
 Old BC Bid Notifications Subscription Expiry: [calendar]

I wish to apply for time credit

Notifications:

Subscribe to "notifications" and BC Bid will send you an email when an opportunity is posted that matches the commodity codes you have selected. Use the dropdown below to choose codes related to your business. You can update them at any time.

Cost: 100.00 /year + tax

Subscribed Commodities

- 22101501 - Front end loaders
- 22101505 - Rollers
- 22101509 - Backhoes
- 22101600 - Paving equipment

Shopping Cart:

| | Subscription Amount | Tax Amount | |
|-------------------------------------|---------------------|------------|---|
| Notifications (ANNUAL SUBSCRIPTION) | 100.00 | 5.00 | X |
| E-Bidding (ANNUAL SUBSCRIPTION) | 150.00 | 7.50 | X |
| Sub-totals | 250.00 | 12.50 | |
| Total | 262.50 | | |

Pay Now

5. Once an item has been added to the cart, a shopping cart will appear on the right-hand side of the screen listing the subscription(s) selected.
 - a. To remove an item from the shopping cart, click the **X** beside the item to be removed.
6. Click **Pay Now** to be directed to a secure payment site.

BRITISH COLUMBIA

Help ?

Internet Payments Program

Credit Card Payment

Account BCQueensPrinterSB is in test mode

Invoice/Order Number: 2000341412
 Amount: \$262.50 CAD
 Payment Method: Card
 Card Type: VISA
 Card Number:
 Expiration Date: 01 / 2022
 Card CVD: [What's this?](#)

Cancel Pay Now

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Your personal information is collected by the Province of British Columbia in accordance with the Freedom of Information and Protection of Privacy Act, Section 26 (a) and 26 (c) for the purpose of payment processing for goods and/or services provided by the Province of British Columbia. If you have questions regarding the collection or treatment of your personal information, please contact the Ministry of Finance Director of Information Security and Privacy, Ministry of Finance, Corporate Services Division, PO Box 9415, STN PROV GOVT Victoria BC V8W 9V1

Please note: The above address will not address your purchase related inquiries.

7. Enter payment information.
8. Click **Pay Now**.

Manage Subscriptions for a Contact 9

Manage Subscriptions

Contact First Name: Alfred
 Contact Last Name: Alligator
 Email: alfred@sampleA.com

Request Subscription Transfer from old BC Bid

Old BC Bid email: [input]
 Old BC Bid E-bidding Subscription Expiry: [input]
 Old BC Bid Notifications Subscription Expiry: [input]

I wish to apply for time credit

Notifications:

Cost: 100.00 /year + tax

Your Subscription expires on: 2023-03-10 b

Subscribed Commodities: 22101501 - Front end loaders

Payment Result Details a

Date: 2022-03-10 Transaction Type: Purchase
 Card Type: V Amount: 262.50
 Invoice Number: 699879477
 Card Number: XXXXXXXXXXXXXXXXXXXX
 Effective Date: 2022-03-10
 TDM Inquiry Number: 50114394 TDM Transaction ID: 2000341412
 Response Code: A Response: Approved

9. The **Manage Subscriptions** screen will appear when payment has been processed.
 - a. Payment confirmation will be displayed.
 - b. Subscription expiry date(s) will be displayed



Users will need to log out and log back in for e-Bidding privileges to be activated.

The screenshot shows the 'Manage Subscriptions' page in the BC Bid system. The page title is 'Company Info' and the user is logged in as 'Alfred A.'. The left sidebar contains navigation options: Company Information, Contacts, Subscriptions, Documents & Certs, Additional Information, Change Log, and Sites. The main content area has a 'Save' button and a 'Create a change request' button. Below these is a 'Manage Subscriptions' section with instructions and a table of subscription details. A callout box with the number '10' highlights the 'E-bidding Subscription Expiry' column in the table.

| Contact First Name | Contact Last Name | Email | Account Activated | E-bidding Subscription not allowed | E-bidding Subscription Expiry | Notifications Subscription Expiry | Commodities |
|--------------------|-------------------|--------------------|-------------------------------------|------------------------------------|-------------------------------|-----------------------------------|--|
| Alfred | Alligator | alfred@sampleA.com | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2023-03-10 | 2023-03-10 | <ul style="list-style-type: none"> 22101501 - Front end loaders 22101505 - Rollers 22101509 - Backhoes ... |
| Ali | Alligator | ali@sampleA.com | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Anita | Antelope | anita@sampleA.com | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |

3 Result(s) Result(s)

10. The Subscriptions tab will be updated with the new e-Bidding expiry date(s).

Note: the expiry dates reflect the date that the subscription is no longer active.

Renewing a Subscription

The screenshot shows the BC Bid Supplier Dashboard. The top navigation bar includes 'Home', 'General Info.', and 'Sourcing'. The 'General Info.' tab is active. On the left sidebar, there are several menu items: 'Submissions in Progress' (0), 'Company Profile', 'Opportunities', and 'My Subscriptions' (a). The 'My Subscriptions' item is circled in orange with the letter 'a' next to it. The main content area shows a 'Supplier Dashboard' with sections for 'Welcome Suppliers!', 'My Subscriptions' (1 Results), 'Performance', 'Supplier Resources', 'Closing Soon', 'Supplier Status', and 'Recently Amended'. The 'Supplier Status' section shows 'Registration Onboard Pending' and 'Preparation Gather Information' with green checkmarks. A message states 'There is no item requiring your attention at the moment.' The bottom of the page has '[Site map] [Legal mentions]' on the left and 'BC Bid v1.2 ©' on the right.

1. On the Main Menu, click **General Info** then click **Company Profile** or on the **Supplier Dashboard** click **Company Profile**.
 - a. Alternatively, click **My Subscriptions** to go directly to the Subscriptions for the current user.



[How to Manage Subscriptions](#)



Subscriptions must be within 30 days of expiring before they can be renewed.

The screenshot shows the 'Manage Subscriptions' interface. On the left, a navigation menu includes 'Subscriptions' (circled with a '2'). The main area contains a table with the following data:

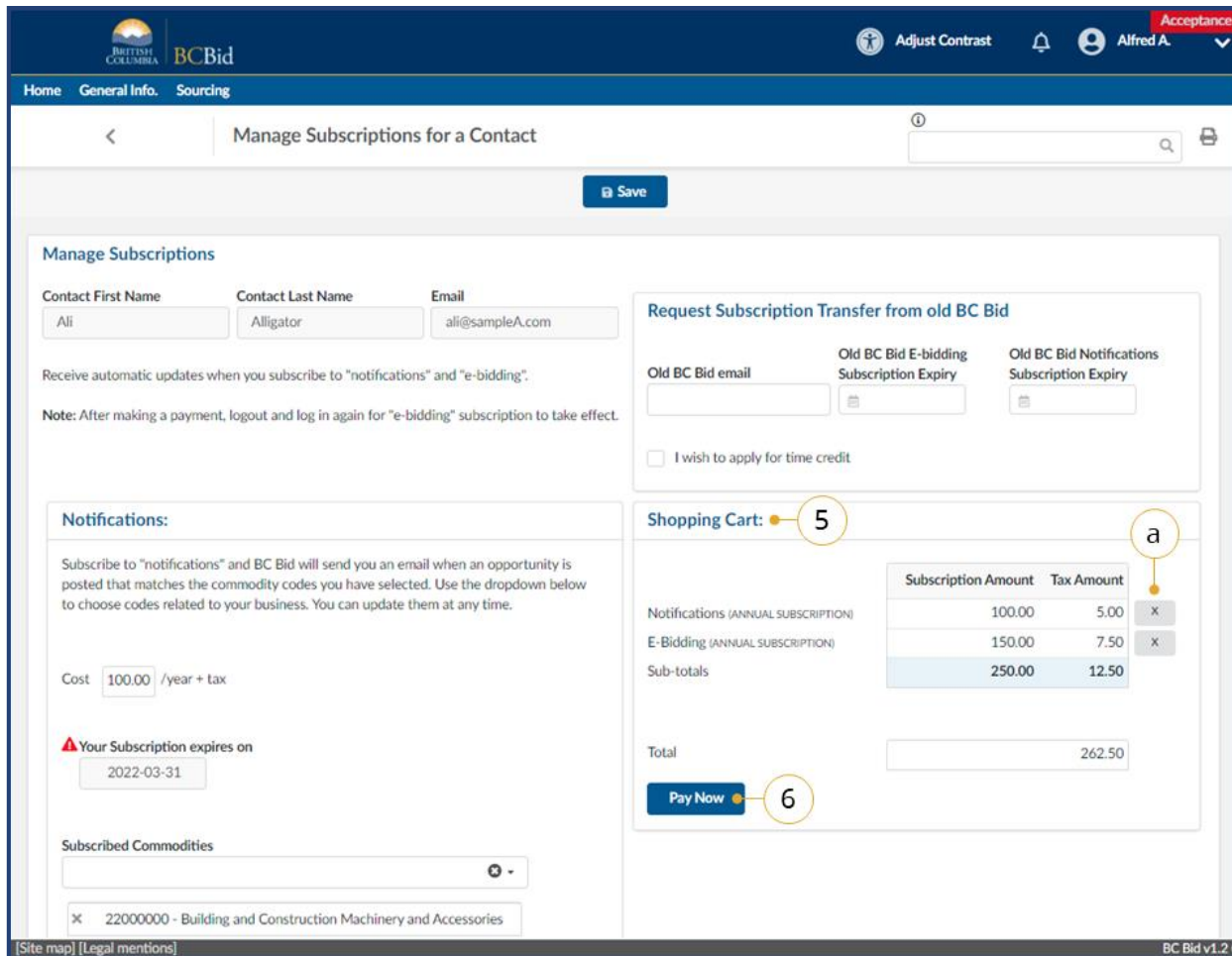
| Contact First Name | Contact Last Name | Email | Account Activated | E-bidding Subscription not allowed | E-bidding Subscription Expiry | Notifications Subscription Expiry | Commodities |
|--------------------|-------------------|--------------------|-------------------------------------|------------------------------------|-------------------------------|-----------------------------------|--|
| Alfred | Alligator | alfred@sampleA.com | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2022-03-31 | 2022-03-31 | <ul style="list-style-type: none"> 22101501 - Front end loaders 22101505 - Rollers 22101509 - Backhoes ... |
| Ali | Alligator | ali@sampleA.com | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2022-03-31 | 2022-03-31 | |
| Anita | Antelope | anita@sampleA.com | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |

The second row (Ali Alligator) is circled with a '3'.

2. On the left-hand menu, click **Subscriptions**.
3. Use the **pencil icon** to select the user to renew the subscription.

The screenshot displays the 'Manage Subscriptions for a Contact' interface. At the top, there is a navigation bar with 'Home', 'General Info.', and 'Sourcing'. The main content area includes a 'Save' button and a 'Manage Subscriptions' section. This section contains input fields for 'Contact First Name' (Ali), 'Contact Last Name' (Alligator), and 'Email' (ali@sampleA.com). Below these is a note about automatic updates and a 'Request Subscription Transfer from old BC Bid' section with three input fields for 'Old BC Bid email', 'Old BC Bid E-bidding Subscription Expiry', and 'Old BC Bid Notifications Subscription Expiry'. A checkbox for 'I wish to apply for time credit' is also present. The 'Notifications' section includes a 'Cost' field (100.00 /year + tax) and a 'Renew Now' button circled with a '4'. A warning message states 'Your Subscription expires on 2022-03-31'. The 'Subscribed Commodities' section shows a dropdown arrow circled with an 'a' and a list item: '22000000 - Building and Construction Machinery and Accessories'. The footer contains '[Site map] [Legal mentions]' and 'BC Bid v1.2 ©'.

4. Click **Renew Now** for each of the subscriptions required.
 - a. When adding Notifications, select the commodity code(s) for the desired commodities.



5. Once added to cart, a shopping cart will appear on the right-hand side of the screen.
 - a. To remove an item from the shopping cart, click the **X** beside the item to be removed.
6. Click **Pay Now** to be directed to a secure payment site.

BRITISH COLUMBIA Help

Internet Payments Program

Credit Card Payment

Account BCQueensPrinterSB is in test mode

Invoice/Order Number: 2000341413
Amount: \$262.50 CAD
Payment Method: Card
Card Type: VISA
Card Number:
Expiration Date: 01 / 2022
Card CVD: [What's this?](#)

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Please note: The above address will not address your *purchase* related inquiries.

7. Enter credit card information.
8. Click **Pay Now**.

Manage Subscriptions

Contact First Name: Ali | Contact Last Name: Alligator | Email: ali@sampleA.com

Receive automatic updates when you subscribe to "notifications" and "e-bidding".

Note: After making a payment, logout and log in again for "e-bidding" subscription to take effect.

Request Subscription Transfer from old BC Bid

Old BC Bid email: [] | Old BC Bid E-bidding Subscription Expiry: [] | Old BC Bid Notifications Subscription Expiry: []

I wish to apply for time credit.

Notifications:

Subscribe to "notifications" and BC Bid will send you an email when an opportunity is posted that matches the commodity codes you have selected. Use the dropdown below to choose codes related to your business. You can update them at any time.

Cost: 100.00 /year + tax

Your Subscription expires on: 2023-03-31

Subscribed Commodities: 22000000 - Building and Construction Machinery and Accessories

Payment Result Details

You have initiated a payment today. The most recent payment information (for payments made today) will be displayed on this screen. Please print the information if desired for your records.

| | | | |
|--------------------|--------------------|--------------------|------------|
| Date | 2022-03-11 | Transaction Type | Purchase |
| Card Type | V | Amount | 262.50 |
| Invoice Number | 814164683 | | |
| Card Number | XXXXXXXXXXXXXXXXXX | | |
| Effective Date | 2022-03-11 | | |
| TDM Inquiry Number | 50114395 | TDM Transaction ID | 2000341413 |
| Response Code | A | Response | Approved |

9. The **Manage Subscriptions** screen will appear with new subscription expiry date(s) listed.
 - a. The payment details will be listed in the Payment Result Details section of the screen.

Users need to log out and log back in for e-Bidding privileges to be activated.

The screenshot displays the 'Manage Subscriptions' interface within the BC Bid system. The page title is 'Company Info' and the sub-section is 'Manage Subscriptions'. There are 'Save' and 'Create a change request' buttons at the top. Below the title, there is instructional text: 'Use the pencil in the grid below to purchase, review and update subscriptions. As a Supplier Admin, you will need to complete the initial activation of a new contact for your organization by using the "Account Activated" checkbox and clicking on the Save button. You can also choose to prevent one of your contacts from purchasing an "e-bidding" Subscription. Simply use the checkbox below and click on the Save button.'

| Contact First Name | Contact Last Name | Email | Account Activated | E-bidding Subscription not allowed | E-bidding Subscription Expiry | Notifications Subscription Expiry | Commodities |
|--------------------|-------------------|--------------------|-------------------------------------|------------------------------------|-------------------------------|-----------------------------------|--|
| Alfred | Alligator | alfred@sampleA.com | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2022-03-31 | 2022-03-31 | • 22101501 - Front end loaders • 22101505 - Rollers • 22101509 - Backhoes • ... |
| Ali | Alligator | ali@sampleA.com | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2023-03-31 | 2023-03-31 | 22000000 - Building and Construction Machinery and Accessories |
| Anita | Antelope | anita@sampleA.com | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2023-03-31 | 2023-03-31 | |

3 Result(s) Result(s)

10.Subscriptions page will be updated with the new e-Bidding expiry date.

Note: the expiry dates reflect the date that the subscription is no longer active.

Updating Subscriptions to Commodity Codes

To add a new Commodity Code to an existing Notification subscription:

The screenshot displays the BC Bid Supplier Dashboard. The top navigation bar includes 'Home', 'General Info.', and 'Sourcing'. The 'General Info.' menu is expanded, showing 'Company Profile' (1) and 'My Subscriptions' (a). The 'My Subscriptions' option is highlighted with a red circle and the letter 'a'. The dashboard content includes sections for 'Welcome Suppliers!', 'My Subscriptions' (1 Results), 'Performance', 'Supplier Resources', 'Closing Soon', 'Supplier Status', and 'Recently Amended'. The 'Supplier Status' section shows 'Registration Onboard Pending' and 'Preparation Gather Information' with green checkmarks. A message states 'There is no item requiring your attention at the moment.' The footer contains '[Site map] [Legal mentions]' and 'BC Bid v1.2 ©'.

1. On the Main Menu, click **General Info** then click **Company Profile** or on the **Supplier Dashboard** click **Company Profile**.
 - a. Alternatively, click **My Subscriptions** to go directly to the Subscriptions for the current user.

The screenshot shows the 'Manage Subscriptions' interface. On the left-hand menu, the 'Subscriptions' option is highlighted with a circled '2'. The main content area contains a table with the following data:

| Contact First Name | Contact Last Name | Email | Account Activated | E-bidding Subscription not allowed | E-bidding Subscription Expiry | Notifications Subscription Expiry | Commodities |
|--------------------|-------------------|--------------------|-------------------------------------|------------------------------------|-------------------------------|-----------------------------------|--|
| Alfred | Alligator | alfred@sampleA.com | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2022-03-31 | 2022-03-31 | <ul style="list-style-type: none"> 22101501 - Front end loaders 22101505 - Rollers 22101509 - Backhoes ... |
| Ali | Alligator | ali@sampleA.com | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2022-03-31 | 2022-03-31 | |
| Anita | Antelope | anita@sampleA.com | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |

At the bottom of the table, it says '3 Result(s) Result(s)'. A pencil icon next to the first row is circled with a '3'.

2. On the left-hand menu, click **Subscriptions**.
3. Use the **pencil icon** beside the user to edit the Commodity Code subscription.

The screenshot shows the 'Manage Subscriptions for a Contact' page in the BC Bid system. The page is titled 'Manage Subscriptions' and includes the following sections:

- Contact Information:** Contact First Name (Alfred), Contact Last Name (Alligator), and Email (alfred@sampleA.com).
- Subscription Details:** A section for 'Request Subscription Transfer from old BC Bid' with fields for 'Old BC Bid email', 'Old BC Bid E-bidding Subscription Expiry', and 'Old BC Bid Notifications Subscription Expiry'. There is also a checkbox for 'I wish to apply for time credit'.
- Notifications:** A section explaining that users receive automatic updates when they subscribe to 'notifications' and 'e-bidding'. It includes a 'Renew Now' button and a warning that the subscription expires on 2022-03-31.
- Subscribed Commodities:** A list of subscribed commodities, including '22101501 - Front end loaders' and '22101505 - Rollers'. A circled '4' is next to the list, and a circled '5' is next to the 'Subscribed Commodities' header.
- Save Button:** A blue 'Save' button is circled with a '6'.

At the bottom of the page, there are links for '[Site map]' and '[Legal mentions]', and a version number 'BC Bid v1.2 ©'.

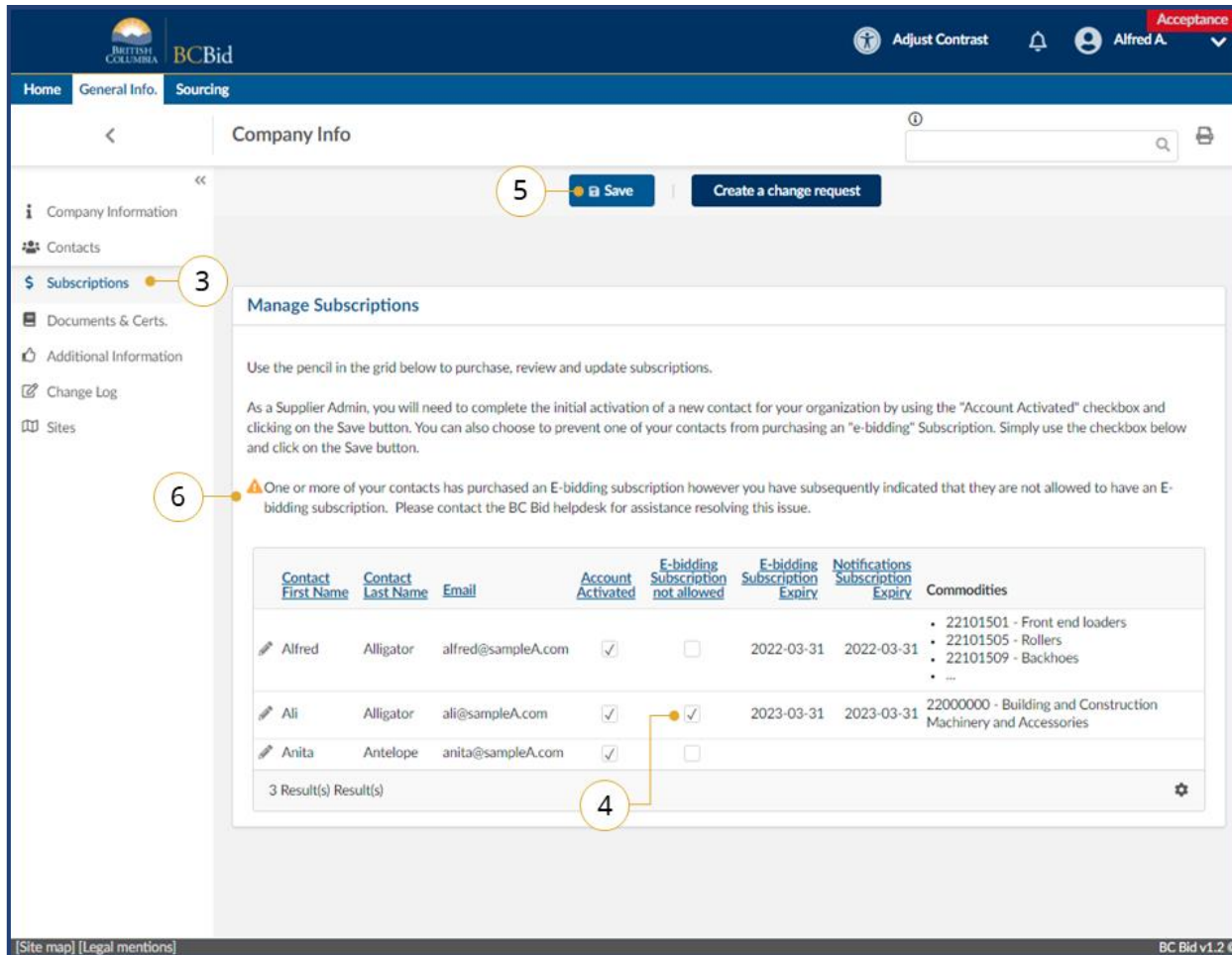
4. Use the **Subscribed Commodities** drop-down list to search or browse the commodities to be added.
5. To remove a commodity, use the **X** beside the commodity to be removed.
6. Click **Save**.

NOTE: As opportunities are posted based on the commodity codes you are subscribed to, one email notification will be sent per day with all relevant opportunities (if applicable) amalgamated into one email in a list.

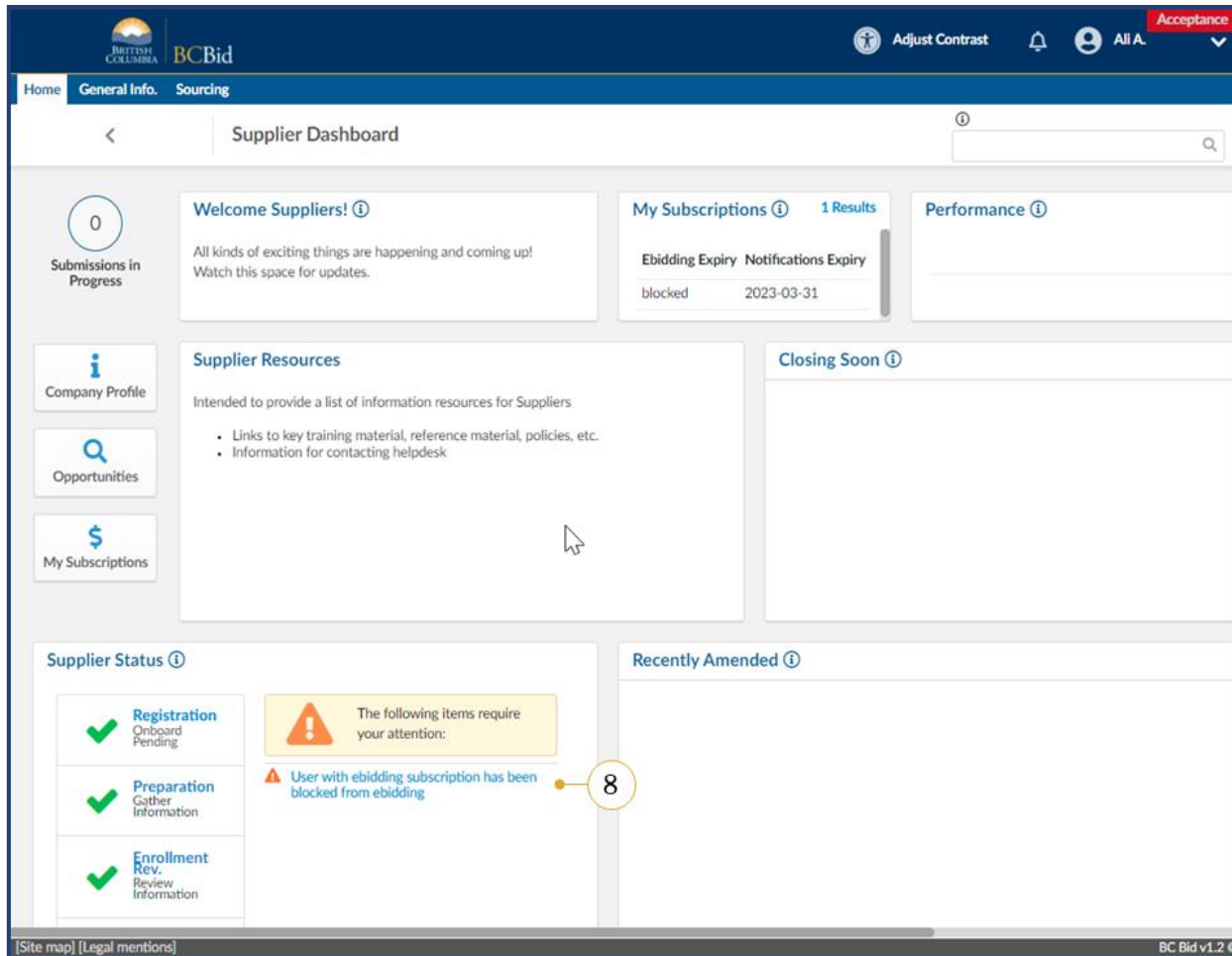
Removing an e-Bidding Subscription

The screenshot displays the BC Bid Supplier Dashboard. The top navigation bar includes 'Home', 'General Info.', and 'Sourcing'. The 'General Info.' menu is highlighted with a circled '2'. The 'Company Profile' link in the left sidebar is also highlighted with a circled '2'. The 'My Subscriptions' section shows '1 Results' and is highlighted with a circled '1'. The 'Supplier Status' section shows 'Registration Onboard Pending' and 'Preparation Gather Information' with green checkmarks. The 'Supplier Resources' section provides links to training material and helpdesk information. The 'Closing Soon' section is currently empty. The footer includes '[Site map] [Legal mentions]' and 'BC Bid v1.2 ©'.

1. Log in to BC Bid as the account with the Supplier Admin privileges.
2. On the **Supplier Dashboard**, click **Company Profile** or on the main menu, select **General Info**, then **Company Profile**.



3. Click on **Subscriptions**.
4. For the desired user, click the subscription not allowed checkbox.
5. Click **Save**.
6. If the user already has purchased an e-Bidding subscription, contact the BC Bid Help Desk to resolve.
7. Users who have their e-Bidding Subscriptions suspended by the Supplier admin will receive an email advising them of the change.



8. When the user logs in, they will see a notification in the Supplier Status box.

If a user has a current e-Bidding subscription, they will still get a notification to renew even if e-Bidding has since been restricted on their profile.

Documents and Certifications

Documents and certifications can be added to the supplier profile. This keeps important and frequently used documents easily accessible for both suppliers and buyers.

Overview

The screenshot displays the BC Bid Supplier Dashboard. At the top, there is a navigation bar with the BC Bid logo, user name 'Alfred A.', and options for 'Adjust Contrast' and 'Acceptance'. Below the navigation bar, the dashboard is divided into several sections. On the left, there is a sidebar with a 'Submissions in Progress' counter showing '0' and a 'Company Profile' link highlighted with a callout box containing the number '1'. The main content area includes a 'Welcome Suppliers!' message, 'My Subscriptions' (1 Results), 'Performance', 'Supplier Resources' (with links to training material and helpdesk), 'Closing Soon', 'Supplier Status' (with 'Registration Onboard Pending' and 'Preparation Gather Information' both marked with green checkmarks), and 'Recently Amended'. A message at the bottom of the 'Supplier Status' section states 'There is no item requiring your attention at the moment.'

1. On the **Supplier Dashboard**, click **Company Profile** or on the main menu, select **General Info**, then **Company Profile**.

The screenshot displays the BCBid web application interface. At the top, there is a navigation bar with the BCBid logo, user profile 'Alfred A.', and an 'Acceptance' status. Below this is a breadcrumb trail: Home > General Info. > Sourcing. The main content area is titled 'Company Info' and features a search bar and a 'Create a change request' button. A left-hand menu lists various sections: Company Information, Contacts, Subscriptions, Documents & Certs. (highlighted with a circled '2'), Additional Information, Change Log, and Sites. The 'Documents & Certs.' section is expanded, showing three categories: 'Legal Documents', 'Certifications', and 'Other Documents'. Each category has an 'Add' button (circled with '3a', '3b', and '3c' respectively) and a result count of '0 Result(s) Result(s)'. A search filter section at the top of the main content area includes fields for 'Search by keyword', 'Status', and 'State to date' (set to 2022-03-11), along with a 'Search' button and a 'Display archived documents' checkbox. The footer contains links for '[Site map]' and '[Legal mentions]' and the version 'BC Bid v1.2 ©'.

2. On the left-hand menu, click **Documents & Certs.**
3. Documents and Certifications are listed in three categories.
 - a. **Legal Documents.**
 - b. **Certifications.**
 - c. **Other documents.**

The screenshot displays the 'Company Info' page in the BCBid system. The page includes a search bar, a 'Save' button, and a 'Create a change request' button. Below these are search filters for keyword, status, and state to date. The main content area is divided into sections: 'Legal Documents', 'Certifications', and 'Other Documents'. The 'Legal Documents' section contains a table with the following data:

| Att. | Document Type | Document Name | Begin Date | Expiration Date | Owner | Status | Valid |
|-------------------------------|--------------------------|----------------------------|------------|-----------------|------------------|--------|-------|
| Certificate of Insurance.docx | Certificate of Insurance | Sample A Company Insurance | 2022-02-01 | 2023-01-30 | Alfred Alligator | | |

Callout 'a' points to the red 'x' icon in the Status column, and callout 'b' points to the green circle icon in the Valid column. The table shows 1 result(s).

4. When viewing the documents, there are icons to indicate the status and if the document is valid.
 - a. **Status** – check mark for approved, **x** for pending approval
 - b. **Valid** – red circle for invalid (expired) and green circle for valid

Add a document

The screenshot displays the BCBid Supplier Guide interface. At the top, there is a navigation bar with the BCBid logo, user information (Alfred A.), and utility icons (Adjust Contrast, Bell, Profile). Below this is a breadcrumb trail: Home > General Info. > Sourcing. The main content area is titled 'Company Info' and includes a search bar and two buttons: 'Save' and 'Create a change request'. A search filter section contains fields for 'Search by keyword', 'Status', and 'State to date' (2022-03-11), along with a 'Search' button and a 'Display archived documents' checkbox. The interface is divided into three sections: 'Legal Documents', 'Certifications', and 'Other Documents'. Each section has an 'Add' button and a result count of '0 Result(s)'. The 'Add Legal Documents' button is circled with a yellow circle containing the number '1'. A left sidebar contains navigation links: Company Information, Contacts, Subscriptions, Documents & Certs., Additional Information, Change Log, and Sites. The footer includes '[Site map] [Legal mentions]' and 'BC Bid v1.2 ©'.

1. Click the applicable **Add** button under the category of the type of document being added.

2

g Save Save & Close

Document

Description

Document Type* Certificate of Insurance Status Draft

Document Name Sample A Company Insurance Begin Date* 2022-02-01 c

Document* 307,200 kb limit. Expiration Date 2023-01-31 d

Click or Drag to add a file e

Certificate of Insurance.docx

Document's owner ALLIGATOR Alfred Validity

Follow up

Notification Date

Date Archived

Request Date

Comments f

Add a comment here

Add Other Documents

[Site map] [Legal mentions] BC Bid v1.2 ©

2. In the **Edit document** dialog window, complete the necessary information.
 - a. In the **Document Type** drop-down list, select the type of document being entered.
 - b. *Optional:* In the **Document Name** text box, enter a name for the document.
 - c. In the **Begin Date**, enter the start date related to this document.
 - d. *Optional:* Update the **Expiry Date** of the document. The system will update the expiry date to one year after the Begin Date.
 - e. In the **Document** field, use the **Click or Drag to add a file** to add the required document.
 - f. *Optional:* In the **Comments** text box add any related comments.
 - g. Click **Save** or **Save & Close**.
3. Repeat as necessary for the various document types.

The screenshot shows the 'Company Info' page in the BC Bid system. The page has a navigation menu on the left with options like 'Company Information', 'Contacts', 'Subscriptions', 'Documents & Certs.', 'Additional Information', 'Change Log', and 'Sites'. The main content area is titled 'Company Info' and includes a search bar and a 'Create a change request' button. Below this, there are sections for 'Legal Documents', 'Certifications', and 'Other Documents'. The 'Legal Documents' section contains a table with the following data:

| Att. | Document Type | Document Name | Begin Date | Expiration Date | Owner | Status | Valid |
|-------------------------------|--------------------------|----------------------------|------------|-----------------|------------------|--------|-------|
| Certificate of Insurance.docx | Certificate of Insurance | Sample A Company Insurance | 2022-02-01 | 2023-01-30 | Alfred Alligator | X | ● |

A red 'X' in the 'Status' column of the first document is circled with a yellow circle containing the number '4'. Below the table, it says '1 Result(s) Result(s)'. The 'Certifications' section shows '0 Result(s) Result(s)'. The 'Other Documents' section is partially visible at the bottom.

4. Documents will initially appear with a red X in the **Status** column. All documents will require approval by the BC Bid Help Desk.

Email notification will be sent when the document is approved by the BC Bid Help Desk.

Additional Information

The screenshot displays the 'Additional Information' page within the BC Bid system. The top navigation bar includes the BC Bid logo, user name 'Alfred A.', and 'Acceptance' status. The left sidebar lists various profile sections, with 'Additional Information' highlighted and marked with a circled '1'. The main content area is titled 'Additional Information' and contains the following elements:

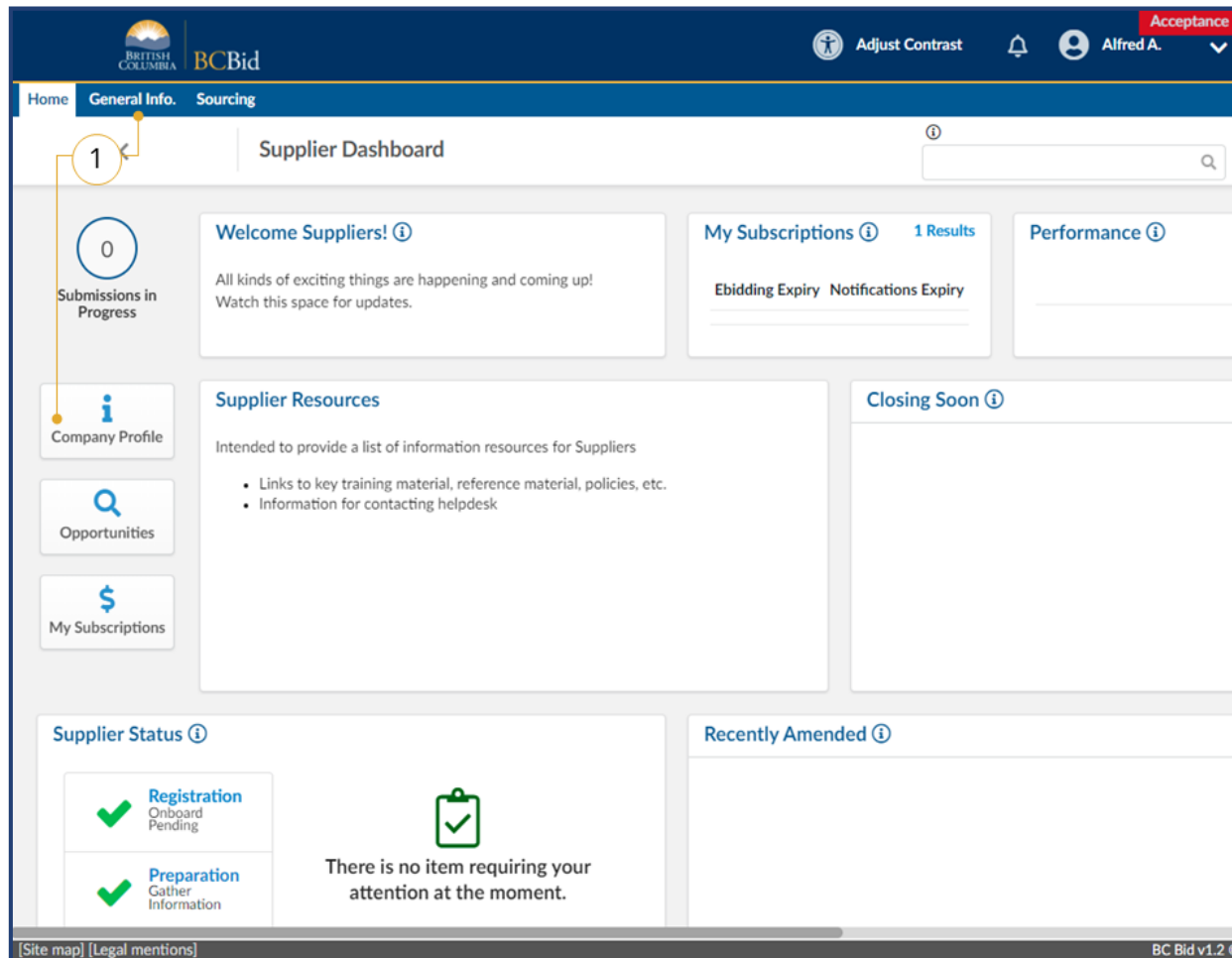
- Instructions:** 'Use these fields to share what regions you serve and what goods or services you provide. Please note that this info is not tied to notification subscriptions.'
- What Regions do you serve?:** A dropdown menu with a plus icon and a list of selected regions: Nanaimo, Cowichan Valley, Comox Valley, Capital, and British Columbia.
- Goods or Services you supply:** A dropdown menu with a plus icon and a list of selected services: 70111713 - Parks management or maintenance services and 70111706 - Lawn care services.
- Other Goods or Services:** A text box with the prompt 'If your company provides goods or services other than the commodities listed above, please list them here' and the entry 'snow removal'.

Buttons for 'Save' and 'Create a change request' are visible at the top of the form area. The footer of the page includes 'Site map | [Legal mentions]' and 'BC Bid v1.2'.

1. Optional: Complete the Additional Information page. This information will be visible to buyers when looking at the supplier profile.

Change Log

The Change Log is a record of the change requests related to the BC Bid Account.



1. On the main menu, click **General Info** and then select **Company Profile**, or click **Company Profile** from the Supplier Dashboard.

The screenshot displays the 'Company Info' page in the BCBid system. The left-hand menu includes 'Company Information', 'Contacts', 'Subscriptions', 'Documents & Certs.', 'Additional Information', 'Change Log', and 'Sites'. The 'Change Log' is expanded, showing a table of change requests. The table has columns for 'Created on', 'Requester', 'Reason', 'Status', 'Modified on', and 'Approver'. A 'Cancel' button is located to the right of the first row. Numbered callouts (1-5) highlight specific UI elements: 1 points to the 'Change Log' link in the left menu, 2 points to the 'Change Log' link in the table header, 3 points to the 'Created on' column header, 4 points to the 'Status' column header, and 5 points to the 'Cancel' button.

| Created on | Requester | Reason | Status | Modified on | Approver |
|------------|------------------|-------------------------------------|-------------|-------------|------------------|
| 2022-03-11 | Alfred Alligator | add company info | Initialized | 2022-03-11 | Alfred Alligator |
| 2022-03-11 | Alfred Alligator | add business ID number | Approved | 2022-03-11 | Lauren Pinkerton |
| 2022-03-09 | Alfred Alligator | update company info and add address | Approved | 2022-03-10 | Lauren Pinkerton |

2. In the left-hand menu, click **Change Log**.
3. To view the details of a change activity, click the **pencil icon**.
4. If the change is still in the **Initialized** status, the record is editable.
5. To cancel a change request in initialized status, click **Cancel**.
 - a. Click **OK** to confirm the cancellation.

Sites

The Supplier Admin can create multiple supplier sites to respond to opportunities by multiple sites belonging to the same legal company. The sites menu is only visible when users are logged in as the main site. The person with Supplier Admin access belongs to all sites and oversees adding users from the main site to the additional sites.

Create a new Site

The screenshot shows the BC Bid Supplier Dashboard. At the top, there is a navigation bar with 'Home', 'General Info.', and 'Sourcing'. The 'General Info.' tab is selected. On the left side, there is a sidebar with icons for 'Submissions in Progress' (0), 'Company Profile', 'Opportunities', and 'My Subscriptions'. The main content area is titled 'Supplier Dashboard' and contains several widgets: 'Welcome Suppliers!' with a message about updates, 'My Subscriptions' showing 1 result, 'Performance', 'Supplier Resources' with a list of links, 'Closing Soon', 'Supplier Status' showing 'Registration Onboard Pending' and 'Preparation Gather Information', and 'Recently Amended'. A red 'Acceptance' badge is visible in the top right corner. A user profile for 'Alfred A.' is shown in the top right. Two callouts are present: callout '1' points to the 'General Info.' tab, and callout '2' points to the 'Company Profile' icon in the sidebar.

1. Log in to BC Bid as the account with the **Supplier Admin** privilege.
2. On the **Supplier Dashboard**, click **Company Profile** or on the main menu, click **General Info**, then **Company Profile**.



[How to Manage Additional Sites](#)

The screenshot displays the BCBid Supplier Guide interface. The top navigation bar includes the BCBid logo, user profile 'Alfred A.', and 'Acceptance' status. The main content area is titled 'Company Info' and features a 'Save' button. A left-hand navigation menu is visible, with 'Sites' highlighted and circled with the number 3. The 'Sites' section contains a 'Create a new site' button circled with the number 4. Below this is a note: 'NOTE: After creating a new site, logout and log back in to view and access the site.' A table lists existing sites with columns for Legal Name, Doing Business as Name, Levels related with the supplier, and Email.

| Legal Name | Doing Business as Name | Levels related with the supplier | Email |
|-------------------|------------------------|---|--|
| Alligator, Alfred | Sample Company A | <ul style="list-style-type: none">Supplier GroupSupplier Head-office | <ul style="list-style-type: none">alfred@sampleA.comali@sampleA.comanita@sampleA.com |

1 Result(s) Result(s)

3. On the left-hand menu, click **Sites**.
4. Click on **Create a new site**.

The screenshot shows the BC Bid system interface. At the top, there is a navigation bar with 'Home', 'General Info.', and 'Sourcing' tabs. The 'Sourcing' tab is active, and the page title is 'Company Info'. A 'Save' button is visible in the top right of the main content area. A dialog box titled 'Create a New Site' is open in the foreground. The dialog box contains the following fields:

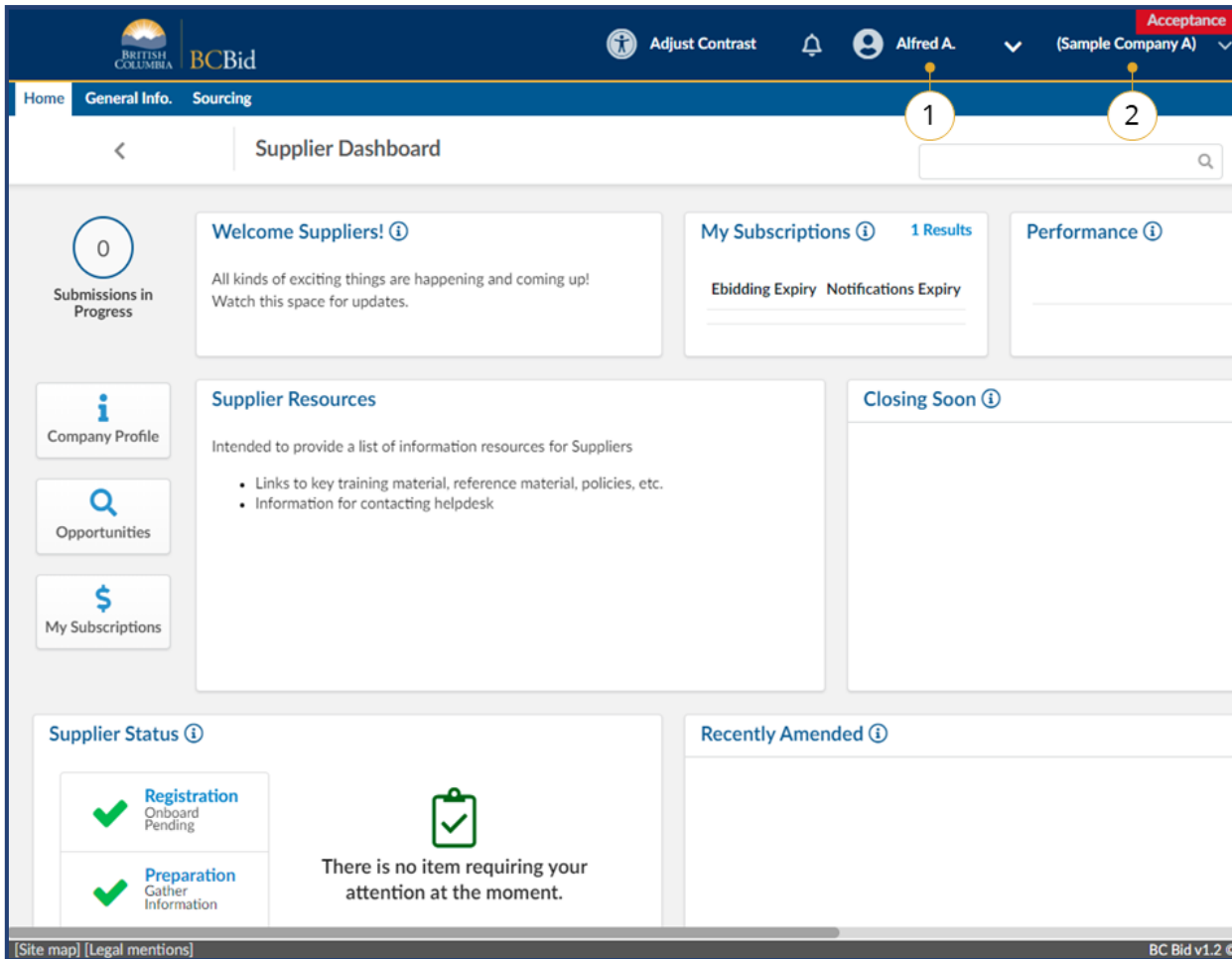
| Legal Name of Primary Supplier | Doing Business As Name of Primary Supplier |
|--------------------------------|--|
| Alligator, Alfred | Sample Company A |

| New Site's Doing Business as Name* | Level |
|------------------------------------|---------------|
| Sample Company A (Langford) | Supplier Site |

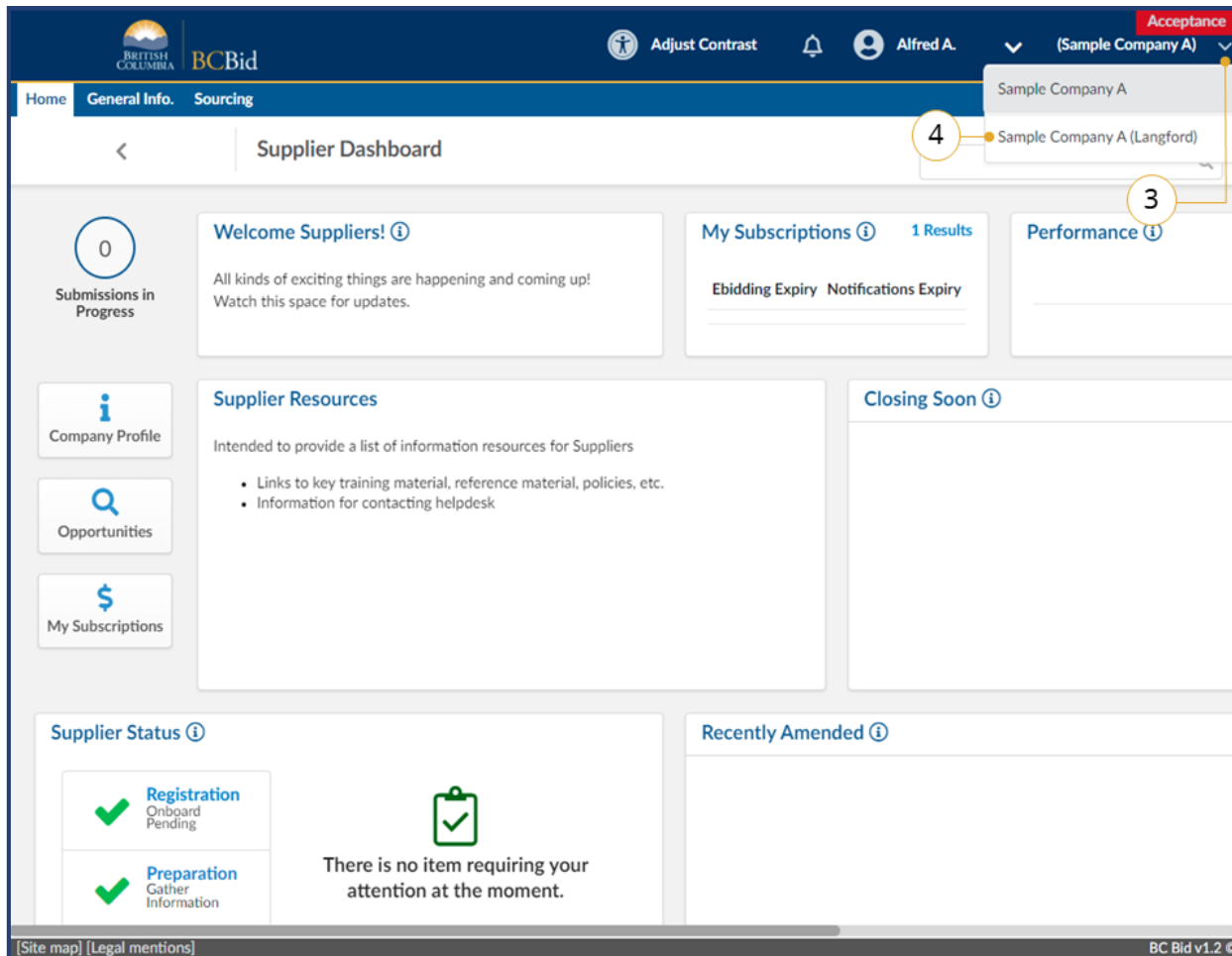
The 'Save & Close' button is circled with a '6', and the 'New Site's Doing Business as Name' text box is circled with a '5'. The footer of the page contains '[Site map] [Legal mentions]' and 'BC Bid v1.2 ©'.

5. In the dialog window, in **New Site's Doing Business as Name** text box, enter the name of the new site.
6. Click **Save & Close**.
7. Log out of BC Bid.

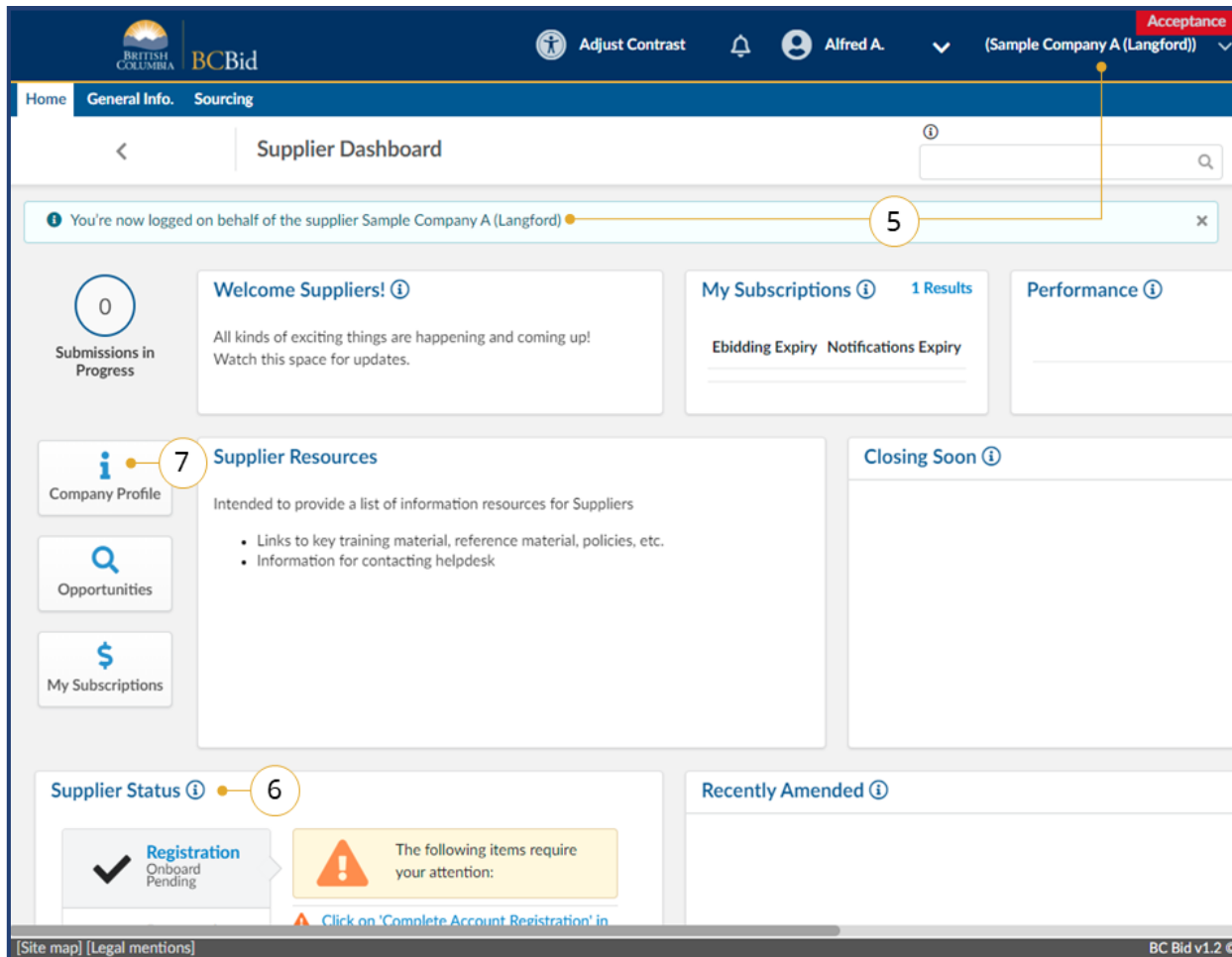
Completing a new Site Registration



1. Log back in as the **Supplier Admin**.
2. In upper right corner, confirm name of main site is displayed.



3. Click on the down arrow to display other sites.
4. Click on the name of the second (recently added site) site.



5. Confirm that the new company name is displayed in the upper right corner and a notification will appear at the top of the supplier dashboard.
6. Confirm the **Supplier Status** displays “Registration Onboard pending” and a “Main address is missing warning”.
7. Click on **Company Profile**.

Do you really want to submit this form ?

Acceptance (Sample Company A (Langford))

Home General Info. Sourcing

Company Info

Company Information 8

Contacts

Documents & Certs.

- Main Address is missing

- Click on 'Complete Account Registration' in your Company Information to complete the registration process

Company 9

Legal Name ⓘ
Alligator, Alfred

Doing Business as Name ⓘ*
Sample Company A (Langf...

Website

Legal Structure

Year Founded

Company Size ⓘ

Address 10

Map Satellite

Address Label ⓘ

Office Street Address
search for an address, a place, a monument or longitute...

Mailing Address (if different)

City

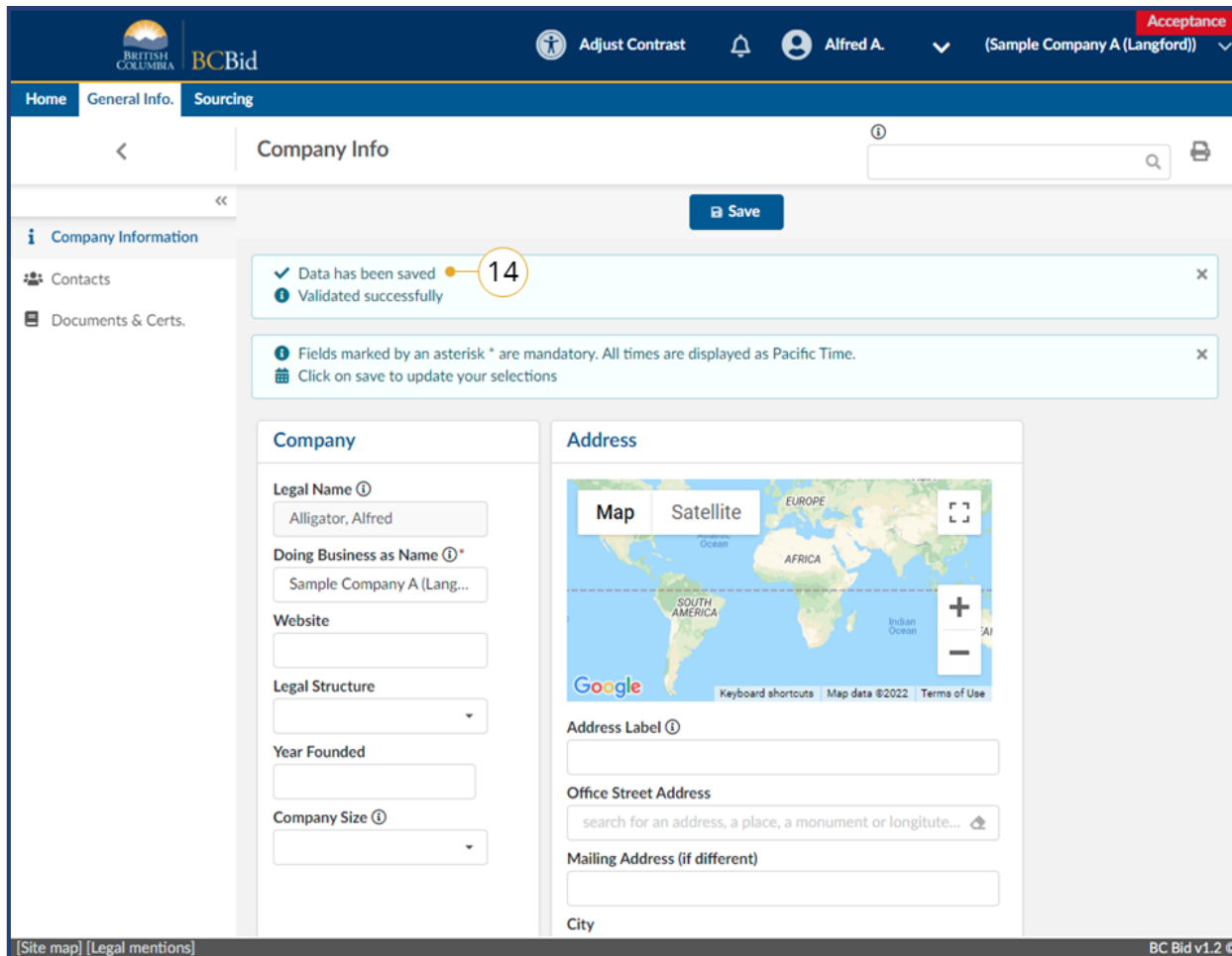
Postal / Zip Code

Save 11 Complete Account Registration 12

OK Cancel 13

[Site map] [Legal mentions] BC Bid v1.2 ©

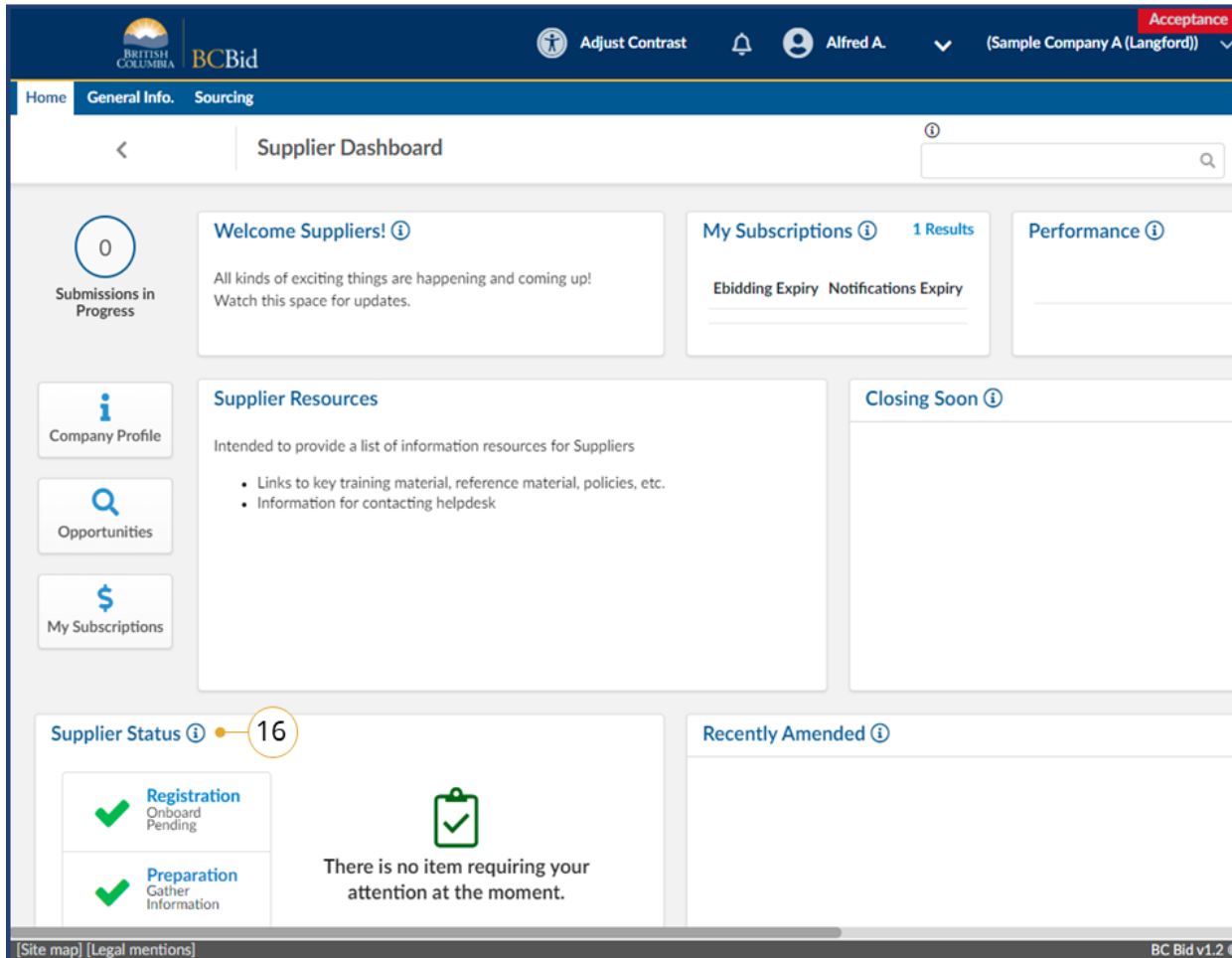
- On the **Company Information** screen, a notification will display that the Main Address is missing.
- Update the **Company** fields as needed.
- Update the **Address** fields as needed.
- Click **Save**.
- Click **Complete Account Registration**.
- Click **OK** to submit the form.



- 14. Confirm that the data has been saved.
- 15. The BC Bid Help Desk will review the information submitted and send an email when complete.



Until the Help Desk reviews the site's registration, there will be a limited left-hand menu in the Company profile. Only Company Information, Contacts and Documents & Certs will be visible. This does not impact the ability to search or respond to opportunities.



16. At next login, confirm validation checkboxes on the **Supplier Status** section of the Supplier Dashboard.



Until the Help Desk reviews the site's registration, there will be a limited left-hand menu in the Company profile. Only Company Information, Contacts and Documents & Certs will be visible. This does not impact the ability to search or respond to opportunities.

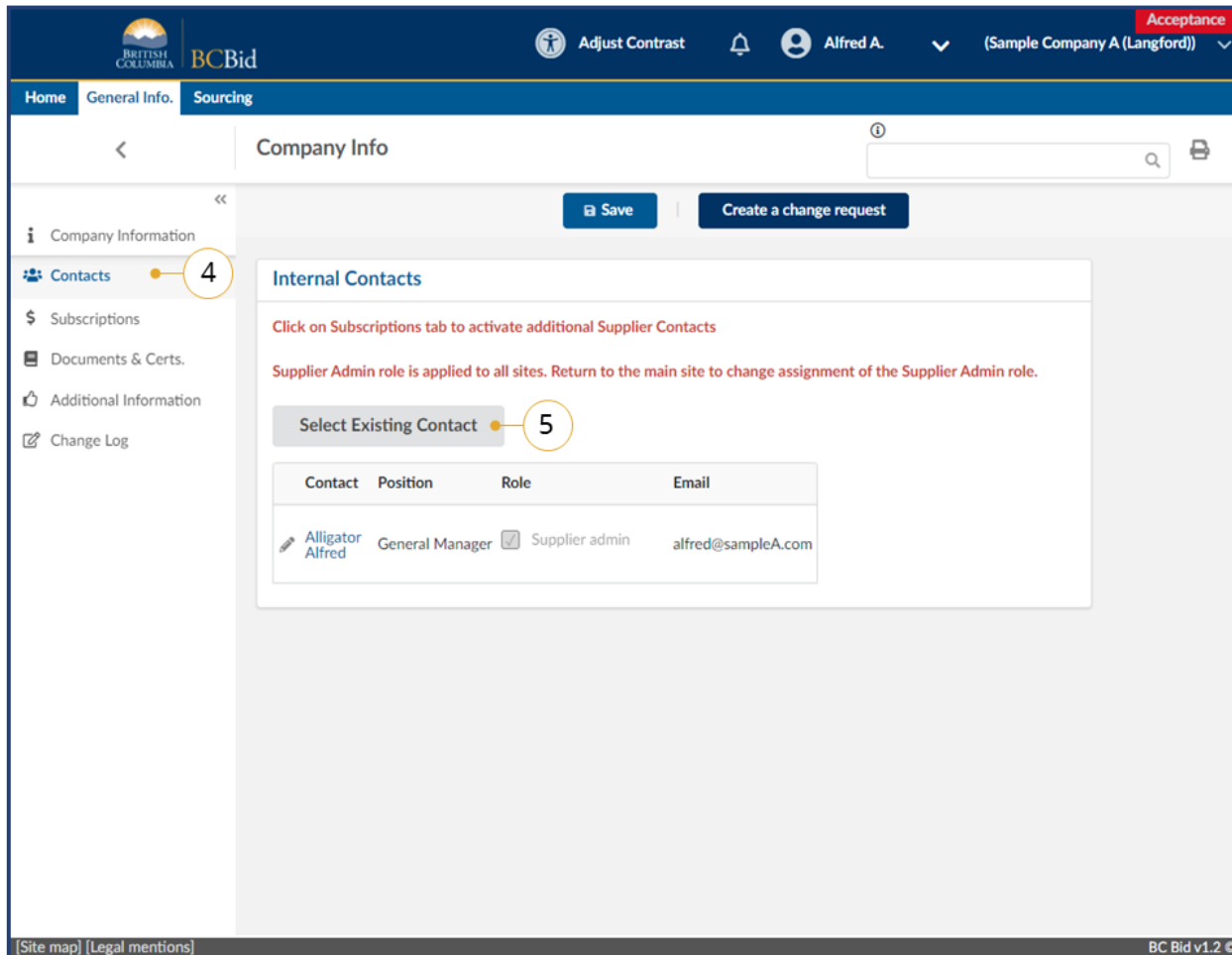
Adding Users to an Additional Site

The screenshot shows the BC Bid Supplier Dashboard. At the top, there is a navigation bar with 'Home', 'General Info.', and 'Sourcing'. A user profile 'Alfred A.' is visible, and a dropdown menu is open showing '(Sample Company A (Langford))'. A red 'Acceptance' button is in the top right. Below the navigation bar, a search bar is present. A notification banner states 'You're now logged on behalf of the supplier Sample Company A (Langford)'. The main content area includes a 'Welcome Suppliers!' section, 'My Subscriptions' (1 Results), 'Performance', 'Supplier Resources', 'Closing Soon', 'Supplier Status' (Registration Onboard Pending), and 'Recently Amended'. Three numbered callouts are present: '1' points to the user profile dropdown, '2' points to the site selection dropdown, and '3' points to the 'Company Profile' icon in the left sidebar.

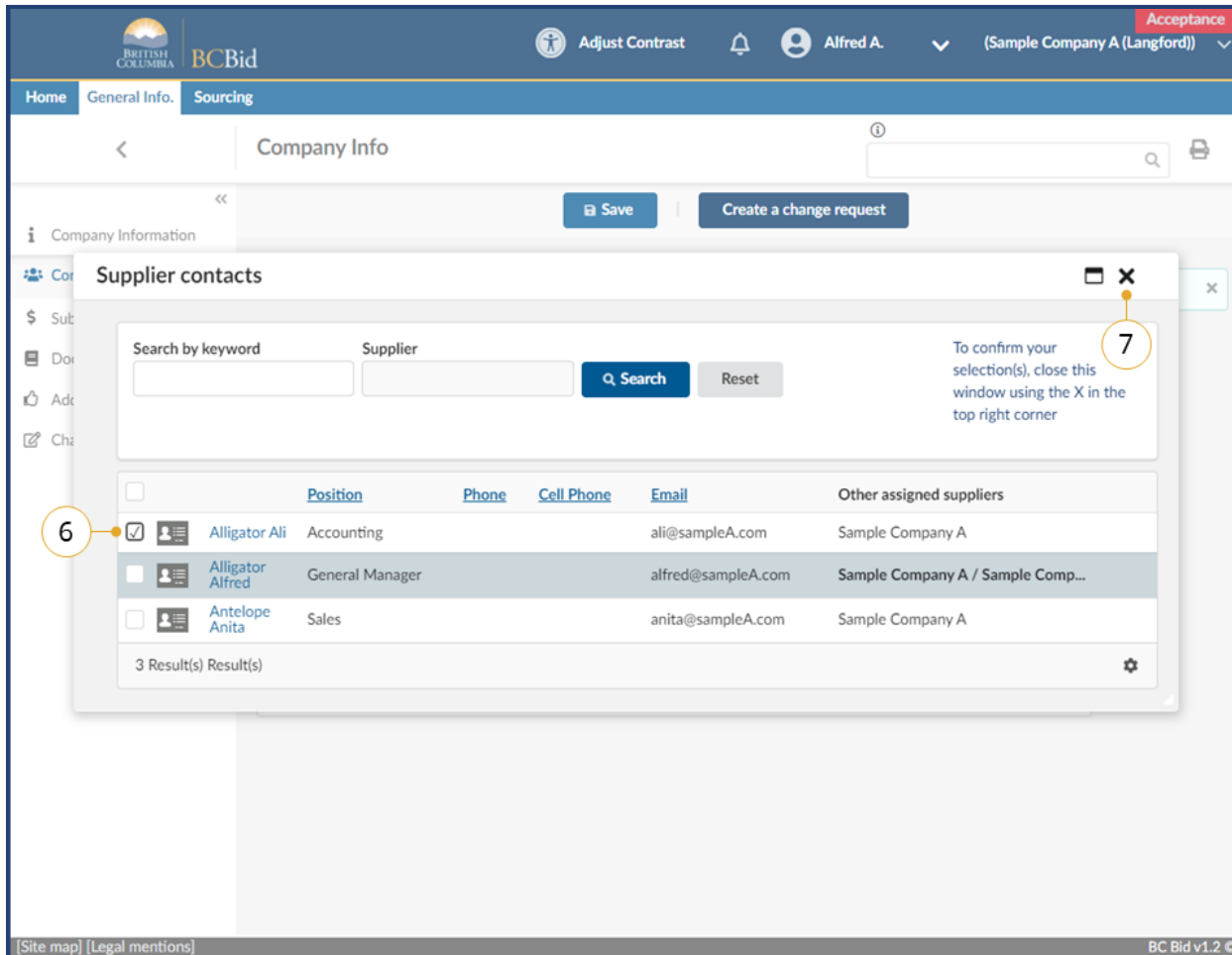
1. Log in as the Supplier Admin.
2. Use the drop-down to select the site.
3. On the **Supplier Dashboard**, click **Company Profile** or on the main menu, click **General Info**, then **Company Profile**.



Contacts must exist on the main company's profile in order to be added to an additional site



4. Click on the **Contacts** tab in the left-hand menu.
5. Click **Select Existing Contact**.



6. Click the checkbox beside the user name to add to the additional site.
7. Click the X to close the window.

Manage Submissions

The Manage Submissions page will list opportunities selected for submission (by Start Submission button) or where the supplier has been invited to a non-public opportunity. More information on Managing Submissions is included in the Supplier Guide – responding to opportunities.

The screenshot displays the BC Bid Supplier Dashboard. At the top, there is a navigation bar with 'Home', 'General Info.', and 'Sourcing'. The main content area is titled 'Supplier Dashboard' and includes a search bar. Below the header, there are several widgets:

- Welcome Suppliers!**: A message box with a 'Submissions in Progress' indicator circled in blue with the number '2'. The text says: 'All kinds of exciting things are happening and coming up! Watch this space for updates.'
- My Subscriptions**: Shows '1 Results' and 'Ebidding Expiry Notifications Expiry 2022-03-31'.
- Performance**: A placeholder for performance metrics.
- Supplier Resources**: A section intended to provide information resources for suppliers, including links to training material and a helpdesk.
- Closing Soon**: A table listing opportunities:

| Opportunity ID | Opportunity Description | C |
|------------------------|---------------------------|---|
| 155894 | Paving Roads | 2 |
| 155982 | Park Maintenance Services | 2 |
- Supplier Status**: Shows 'Registration Onboard Pending' and 'Preparation Gather Information' with green checkmarks. A central message states: 'There is no item requiring your attention at the moment.'
- Recently Amended**: A placeholder for recently amended items.

 A circled '1' points to the 'Supplier Dashboard' title, and a circled '2' points to the 'Submissions in Progress' indicator. The footer contains '[Site map] [Legal mentions]' and 'BC Bid v1.2 ©'.

1. On the main menu, click **Sourcing**, then click **Manage Submissions**.

The screenshot shows the 'Manage Submissions' page. At the top, there is a navigation bar with 'Home', 'General Info.', and 'Sourcing'. Below this is a search bar and a filter section. The filter section includes 'Submission Progress' (a dropdown menu), 'Opportunity ID' (a text input), 'Status' (a dropdown menu with 'Open' selected), and 'Organization' (a dropdown menu). A blue 'Search' button is located below the filters. Below the search and filter section is a table with columns: Submission Progress, Opportunity Description, Opportunity ID, Opportunity Type, Organization, Lot #, Amendment #, Last Updated, Status, Remaining Time, and Issuance (partially visible). Two rows are visible in the table. The first row has 'In Progress' status, 'Park Maintenance Services' description, '155982' ID, 'Request for Proposal' type, and 'Open' status. The second row has 'Submitted' status, 'Paving Roads' description, '155894' ID, 'Notice of Intent' type, and 'Open' status. Annotations: A bracket labeled '2' encompasses the filter fields. A circle labeled '3' is around the 'Search' button. A circle labeled '4' is around the 'Submitted' status of the second row.

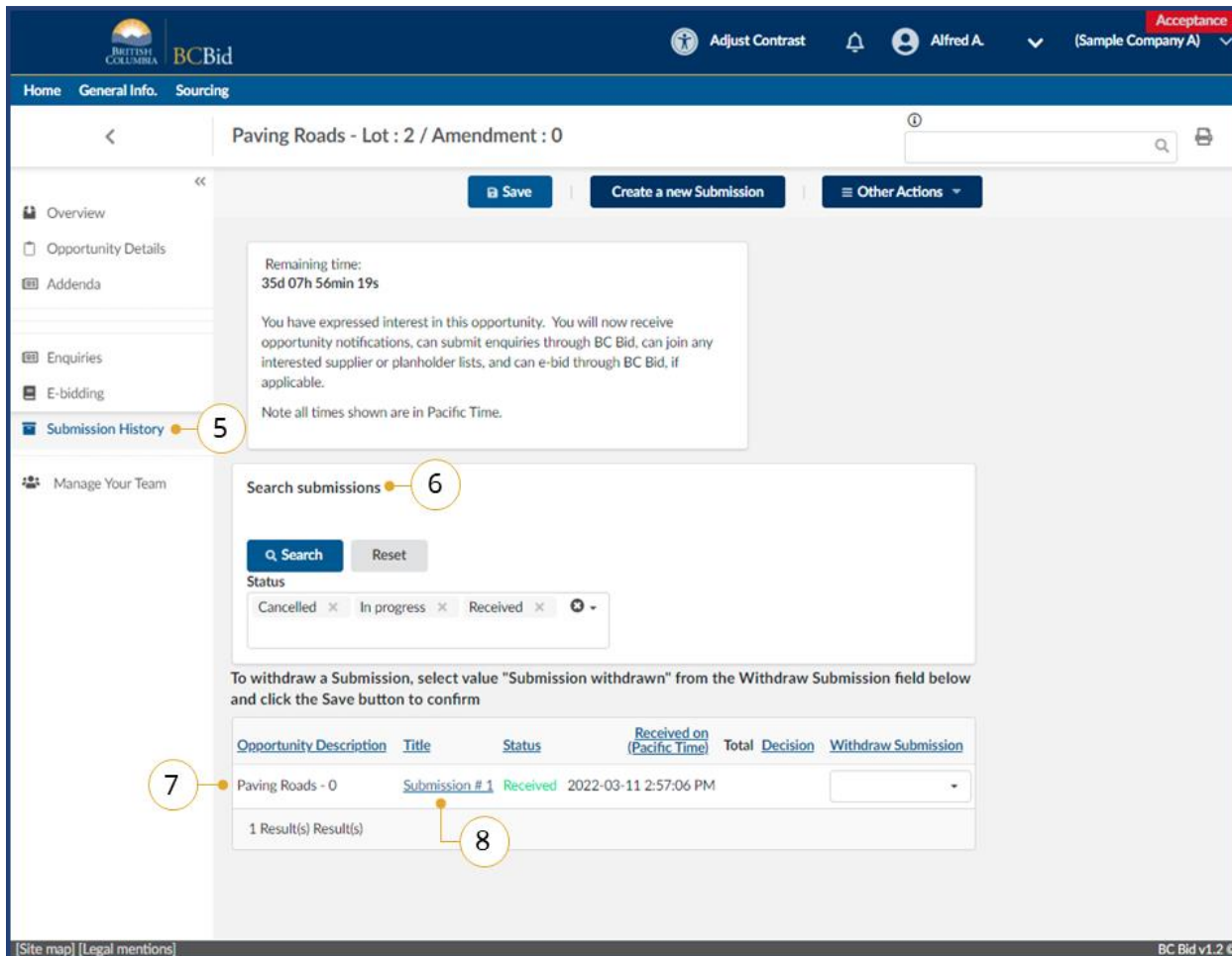
| Submission Progress | Opportunity Description | Opportunity ID | Opportunity Type | Organization | Lot # | Amendment # | Last Updated | Status | Remaining Time | Issuance (Pacific) |
|---------------------|---------------------------|----------------|----------------------|--|-------|-------------|--------------|--------|-------------------|--------------------|
| In Progress | Park Maintenance Services | 155982 | Request for Proposal | BC Parks - Provincial Services Branch Ministry of Citizens' Services Ministry of Environment and Climate Change Strategy | 1 | 0 | | Open | 76d 21h 59min 27s | 2022-04-20 |
| Submitted | Paving Roads | 155894 | Notice of Intent | Information Management & Strategic Initiatives BC Bid Replacement Project | 2 | 0 | | Open | 35d 07h 59min 27s | 2022-04-20 |

2. Use the **Search by keyword** field and additional filters as needed.

Note: the Status field defaults to searching for Open opportunities.

3. Click **Search**.

4. Click the submission progress to view the opportunity.



5. When viewing the opportunity, click **Submission History**.
6. Use the **Search submissions** field to search for submissions on this opportunity.
7. View the listing of submissions.
8. Click the **Title** of the submission to view the details of the submission.

Appendix 1: Provincial Help Desk

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

Email Contact: bcbid@gov.bc.ca

Contact the help desk by phone:

Direct: 1-250-387-7301

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

View the Help Desk on the BC Bid Public Portal: www.bcbid.gov.bc.ca.

Explore [BC Bid web guides on BC Procurement Resources](#).

Appendix 2: Training Video Links

| Video Name | URL (Link) |
|--|---|
| Supplier Registration | https://youtu.be/stKZj50AbBY |
| Exploring the Supplier Dashboard | https://youtu.be/iiHKTHK2Sc |
| How to Manage Supplier Profile | https://youtu.be/mHQ1Q_TxdmY |
| How to Manage Subscriptions | https://youtu.be/m0V847DJ1D8 |
| How to Manage Additional Contacts | https://youtu.be/SWxUOuSn3M4 |
| How to Manage Additional Sites | https://youtu.be/KR5yIngS3cw |
| Responding to an Opportunity | https://youtu.be/kHNOob0Xtvk |
| Providing a Submission (Response Form) | https://youtu.be/AiD3mF5cAic |
| Providing a Submission (Pricing) | https://youtu.be/bkMO1AeH_o0 |

Appendix 3: Supplier Admin Responsibilities

In order to create and manage a supplier account within **BC Bid**, the **Supplier Admin** is responsible for completing the following activities:

| Application | Responsibilities/Privileges |
|---------------|---|
| BCeID | <ul style="list-style-type: none"> • Obtaining and activating the Business BCeID account • Managing the business BCeID account • Creating Business BCeID accounts for additional users |
| BC Bid | <ul style="list-style-type: none"> • Self registration and onboarding of the supplier account • Onboarding and activating additional users • Paying for e-Bidding and notifications on behalf of additional users (they can also pay for themselves) • Revoking and enabling e-Bidding privileges • Deactivating additional users • Relinquishing the supplier admin role • Creating and Managing Supplier Sites • Submitting Change Requests • Updating contact information (changes from BCeID don't update to BC Bid) |

Appendix 4: Additional User Responsibilities

In order to be assigned to a supplier account, an additional supplier user is responsible for the following activities:

| Application | Responsibilities/Privileges |
|-------------|--|
| BCeID | <ul style="list-style-type: none"><li data-bbox="430 407 1682 440">• Contacting the Business Profile Manager to set up and activate a Business BCeID |
| BC Bid | <ul style="list-style-type: none"><li data-bbox="430 461 1115 493">• Self registration of additional user account |

Appendix 5: Supplier Role Matrix

| | Supplier Admin | Additional supplier user | BC Bid Help Desk |
|--|-----------------------|---------------------------------|-------------------------|
| New Supplier Account registration – Business BCeID | Yes | No | No |
| New Supplier Site creation and registration | Yes | No | No |
| Validation and approval of new Supplier Account | No | No | Yes |
| Validation and approval of new Supplier Site | No | No | Yes |
| Additional supplier user activation | Yes | No | Yes |
| Revoking e-Bidding privileges | Yes | No | Yes |
| Relinquishing Supplier Admin role to another user | Yes | No | Yes |
| Paying for Subscriptions on behalf of another user | Yes | No | No |
| Submitting a Change Request | Yes | No | Yes |
| Approving a Change Request | No | No | Yes |

BCBid