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 <u>www.bceid.ca</u>.

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 <u>Appendix 3</u>, <u>Appendix 4</u>, and <u>Appendix 5</u> 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

- 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 <u>Commodity Codes video</u>.

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.

My Saved Pages (New for 2025)

Within the BC Bid application, you have the option to save any page that you frequently visit, so that you can easily revisit the page as needed.

Star Icon (Save Page)

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1. On any page within BC Bid you should see the **star icon** in the top left corner. Click on the icon to open the **Save Page** window. If the star is gold, this means that you are on a page that has been previously saved.

Save Page Window

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 Once the Save Page window is open there are a variety of things you can do:
 a. Type in a custom name for your saved page into the text box here.

b. Click the **Save Page** button to save that page and add it to the list below.

c. Pages are grouped into categories based on where they are in BC Bid.

d. Click the **pencil icon** to edit or the **trashcan icon** to delete a saved page.e. Click the small grey arrow beside a category label to minimize each dropdown.

Save Text Fields

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3. As you are saving pages in BC Bid, pages with text fields can have the entered text in the fields saved as well. This is useful for search pages, where you can save keyword searches such as ITQ, RFP, ITT etc.

a. Type the desired text into the search parameters.

b. Click the **star icon** to save the page. Once saved, when you revisit the page, the text fields that were saved will also populate as well.

Editing Saved Pages

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4. When you are within the **Save Page** window, you can edit and adjust the saved names of pages you've already created as needed.

a. Click the **pencil icon** to edit the name of a saved page.

b. The **text box** on the name will open and you can adjust the name as neededc. Click the **x** in the top right corner to leave the Save Page window.

My Saved Pages - Keyword Searches

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5. One of the main benefits of the 'My Saved Pages' functionality is that users can save keyword searches as needed. This is a chance to fill in search parameters with your most searched keywords and then save that page. When you revisit the saved page, your keywords will remain allowing you to easily access your most used searches.

You can search based on the following:

- Keyword
- Sourcing Project Type
- Status
- Opportunity ID
- Organization
- Opportunity Type
- RFx Status

Accessibility Features (New for 2025)

In the BC Bid application you can toggle accessbitility features in 2 different ways. Contrast can be adjusted and passive notifications can be turned off.

Please Note: The accessbiility icon is now in the top right hand corner of the BC Bid application. Older screenshots may show this symbol located in another area. We have not updated every single screenshot, but it will now be in the top right (it can also be turned off in the settings).

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cgi.com	1					

1. There are 2 ways to access accessibility settings.

a. Click the **circular symbol** in the top right hand corner.

b. Click on your name and click on my **settings** in the drop-down menu.



2. The **accessibility settings** window will open after clicking on the circular icon in the top right hand corner.

a. Here you can adjust **contrast settings** betweein the default and high contrast modes.

b. You can turn **passive notificiations** (blue) on or off in this section.

c. Always click **Save** to save your updated settings choices.

d. *Optional:* Click the **x** to exit this menu without saving, if you simply need to close it.

Supplier Guide

BCBid

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 After clicking on your name in the top right hand corner, and clicking on My
 Settings, you will be taken to the My
 Settings page. Click on General
 Preferences on the left hand side.

a. Under the **Accessibility Settings** you can make adjustments to certain features.

b. You can turn **high contrast** on by checking this box.

c. You can chose to turn off **passive**(blue) notifications but unchecking this box.

d. You can chose to hide the **circular accessibility settings icon** from the top right hand corner of BC Bid by unchecking this box.

Note: Please save your settings after any changes by clicking the save button.

Prepare & Register

See the <u>Supplier Registration guide</u> for information on how to prepare and register for BC Bid.

Supplier Dashboard



- 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.

Supplier Guide

BCBid



- f. Check the **Supplier Status** area to review any items that may require attention.
- g. Review the **Recently Amended** list to view opportunities of interest that have been recently amended.
- h. This icon has shifted to now be located in the top right hand corner of the page. Adjust contrast here.

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

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- 1. Log in to BC Bid as the account with the **Supplier Admin** privileges.
- 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 <u>Profile</u>

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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.

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		Small (Less than 50 employees) 🛽 🗸	Mailing Address (if different)	

- 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 <u>Change Log</u>. From the Change Log, it can be submitted or cancelled.

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 Company Information 	E Save Cro	eate a change request	
😩 Contacts	Created on Requester Reason	Status Modified on Approver ①	
\$ Subscriptions		Approved 2022-03-10 Lauren Pinkerton	
Documents & Certs.		ss Cancelled 2022-03-09 Alfred Alligator	
Additional Information	2 Result(s) Result(s)	*	
Change Log		g	
uu siies			

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 <u>Manage Team</u> 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 <u>Approve the Additional User</u> in BC Bid.

If a company has multiple <u>Supplier sites</u>, all contacts belong to the main site and the Supplier Admin will add contacts to the other sites.

Approve Additional users



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

[™] How to Manage Additional <u>Contacts</u>

This process needs to be completed by the person with **Supplier Admin** privileges after the additional user has completed the <u>Register - Additional Users</u> section.



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

Supplier Guide

BCBid

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Contacts	Manage Subsci	riptions				
Subscriptions						
Documents & Certs.	Use the pencil in th	e grid below to purchase, review and up	date subscriptions.			
Additional Information	As a Supplier Admir	n, you will need to complete the initial ad	tivation of a new c	ontact for your organi	zation by using the	Account Activated
Change Log	Subscription. Simple	ng on the Save button. You can also cho y use the checkbox below and click on t	ose to prevent one ne Save button.	of your contacts from	i purchasing an "e-bi	dding
Sites						
	<u>Contact</u> <u>First Name</u>	<u>Contact</u> <u>Last Name</u> <u>Email</u>	Account Sub- Activated not	bidding E-bidd scription Subscrip allowed Ex	ding <u>Notification</u> tion <u>Subscriptio</u> piry <u>Expir</u>	n <u>n</u> Commodities
	Alfred	Alligator alfred@sampleA.com	\checkmark			
	<i>₫</i> Ali	Alligator ali@sampleA.com	\checkmark	☑ ← (5)		
	Anita	Antelope anita@sampleA.com	V			
	3 Result(s) Resu	lt(s)	4			¢
			(4)			

- 4. In the **Account Activated** column, select the appropriate **checkbox** to activate the account.
- 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.



- 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 <u>Appendix 3</u> and <u>Appendix 4</u> for information on Supplier admin and Additional User responsibilities.

Supplier Guide

BCBid



- 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



 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.

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Contacts • 2	Internal Co	ntacts						
Subscriptions	Click on Subsc	riptions tab to activ	ate additional Supplier	Contacts				
Documents & Certs.	Supplier Admin	n role is applied to a	Il sites. Return to the m	ain site to change assignme	ent of the Supplier Adn	nin role.		
Additional Information								
Change Log	Contact	Position	Role	Email				
Sites	Alligator Alfred	General Manager	Supplier admin	alfred@sampleA.com				
	Alligator Ali	Accounting	Supplier admin	ali@sampleA.com				
	Antelope Anita	Sales	Supplier admin	anita@sampleA.com				
	3							
	\bigcirc							

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

Supplier Guide

BCBid

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< S	upplier contact management : Anita ANTELO	PE	Q
	🖬 Save 🔶	5	
		-	
Identity			
Contact First Name*	Contact Last Name*		
Anita	Antelope		
Email*	Position ④		
anita@sampleA.com	Sales		
Supplier Legal Name	Supplier DBA		
Alligator, Alfred			
Phone	Last Connection		
Phone	Last Connection		
Cell Phone	2022-03-07 at 1:21 PM with P address:		
Fax			

Edit any of the fields as required.
 Click Save.

Remove User



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

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Contacts	Manage Subsc	riptions						
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Documents & Certs.	Use the pencil in th	he grid below to p	ourchase, review and up	date subscrip	tions.			
Additional Information	As a Supplier Admi	in, you will need t	o complete the initial ac	tivation of a	new contact for	your organization	by using the "Ad	count Activate
Additional Information	checkbox and click	ing on the Save b	outton. You can also cho	ose to preven	it one of your co	ntacts from purch	hasing an "e-bidd	ing"
Change Log	Subscription. Simp	ly use the checkb	ox below and click on th	ne Save butto	n.			
Sites	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	1				
	🥒 Ali	Alligator	ali@sampleA.com	\checkmark	\checkmark			
	I Anita	Antelope	anita@sampleA.com	\checkmark				
	3 Result(s) Resu	ult(s)		-				\$

- 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



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



] How to Manage Subscriptions

Commodity Code Subscriptions

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

Supplier Guide

BCBid

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 Company Info Save Create a change request Company Information Contacts Manage Subscriptions Subscriptions Q Use the pencil in the grid below to purchase, review and update subscriptions. Additional Information Change Log Sites 		٩
Company Information Contacts Manage Subscriptions Subscriptions 2 Documents & Certs. Use the pencil in the grid below to purchase, review and update subscriptions. Additional Information As a Supplier Admin, you will need to complete the initial activation of a new contact for your orge checkbox and clicking on the Save button. You can also choose to prevent one of your contacts for Subscription. Simply use the checkbox below and click on the Save button. Sites E bidding		
Contacts Manage Subscriptions Subscriptions • 2 2 Documents & Certs. Use the pencil in the grid below to purchase, review and update subscriptions. Additional Information As a Supplier Admin, you will need to complete the initial activation of a new contact for your orgon checkbox and clicking on the Save button. You can also choose to prevent one of your contacts for Subscription. Simply use the checkbox below and click on the Save button. Sites E bidding		
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Contact Contact Account Subscription Subscri	bidding Notific cription Subscr Expiry	<u>ription</u> <u>Expiry</u> Commodities
(3) → Alfred Alligator alfred@sampleA.com ✓		
Ali Alligator ali@sampleA.com		
Anita Antelope anita@sampleA.com		
3 Result(s) Result(s)		٥

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

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

Last Update: March 24, 2025

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		🖬 Save 🧕	b		
lanage Subscripti	ons				
ontact First Name	Contact Last Name	Email			
Alfred	Alligator	alfred@sampleA.com	Request Subscription	on Transfer from old E	3C Bid
					Old BC Bid
eceive automatic upda	es when you subscribe to "notific	cations" and "e-bidding".	Old BC Bid email	bidding Subscription	Notifications
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Notifications: Subscribe to "notifica posted that matches below to choose cod Cost 100.00 /yea	tes when you subscribe to "notific rment, logout and log in again for tions" and BC Bid will send you a the commodity codes you have so es related to your business. You co r + tax	ations" and "e-bidding". "e-bidding" subscription to take in email when an opportunity is elected. Use the dropdown an update them at any time. Add to Cart • 4	Old BC Bid email	bidding Subscription Expiry	Notifications Subscription Expiry

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



Additional commodities can be added later, see <u>Editing a Subscription</u> below.

Supplier Guide

BCBid

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	0 DBb	14000000 - Pape	er Materials and Product	ts					
s	0 🗈	15000000 - Fuel	s and Fuel Additives and	Lubricants and Anti corrosi	ve Materials				
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Ε		221	01502 - Graders						
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- b. In the drop-down list, click **See All** for an expanded browse view of all commodity codes.
 - 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.

General Info	Bid				÷ 0	
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Notifications:			Shopping Cart:	5)	(2
Notifications: Subscribe to "notificati	ions" and BC Bid will send you an	email when an opportunity is	Shopping Cart:	5	(a
Notifications: Subscribe to "notificati posted that matches th to choose codes relate	ions" and BC Bid will send you an te commodity codes you have see d to your business. You can upda	email when an opportunity is lected. Use the dropdown below te them at any time.	Shopping Cart:	5 Subscription A	Imount Tax Amount	a
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Notifications: Subscribe to "notificati posted that matches ti to choose codes relate Cost 100.00 /year Subscribed Commodit x 22101501 x 22101505	ions" and BC Bid will send you ar he commodity codes you have se d to your business. You can upda + tax ies - Front end loaders 5 - Rollers	e email when an opportunity is lected. Use the dropdown below te them at any time.	Shopping Cart:	Subscription A	Imount Tax Amount 100.00 5.00 150.00 7.50 250.00 12.50	a × ×
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- 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.

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

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<	Manage Subscript	ions for a Contact • 9	6	0)	٩
1anage Subscri	iptions	B Sa	ve			
Alfred	Alligator	alfred@sampleA.com	Request Subs	cription Transfer from	old BC Bid	
eceive automatic u	pdates when you subscribe to "notific	ations" and "e-bidding".	Old BC Bid email	Old BC Bid E- Subscription	-bidding Old B Expiry Subse	BC Bid Notifications cription Expiry
			I wish to appl	ly for time credit		
Notifications	•		Payment Resu	ult Details • a		
Subscribe to "not	tifications" and BC Bid will send you a	n email when an opportunity is elected. Use the dropdown below	You have initiated payments made to	a payment today. The mos oday) will be displayed on th	t recent payment inf is screen.	ormation (for
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posted that matc to choose codes	related to your business. You can upd	ate them at any time.	Please print the ir Date	2022-03-10	Transaction Type	Purchase
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posted that matc to choose codes Cost 100.00 / Your Subscription	/year + tax	ate them at any time.	Please print the ir Date Card Type Invoice Number	2022-03-10 V 699879477	Transaction Type Amount	Purchase 262.50
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Posted that mate to choose codes Cost 100.00 / Your Subscription 2023-03-10 Subscribed Comm	/year + tax	ate them at any time.	Please print the ir Date Card Type Invoice Number Card Number Effective Date	2022-03-10 V 699879477 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Transaction Type Amount	Purchase 262.50
Posted that mate to choose codes Cost 100.00 / Your Subscription 2023-03-10 Subscribed Comm	/year + tax	ate them at any time.	Please print the ir Date Card Type Invoice Number Card Number Effective Date TDM Inquiry Number	2022-03-10 V 699879477 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Transaction Type Amount TDM Transaction ID	Purchase 262.50

- 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.

<	Com	pany Info						(1)		Q	8
Company Information	~			8	Save	Create a	change request				
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Additional Information	As	a Supplier Admi	n, you will need	d to complete the initial a	ctivation of a	new contact fo	r your organizatior	by using the "A	ccount Activated	" checkbox and	
Change Log	clic	ding on the Save	e button. You c ve button.	an also choose to preven	t one of your	contacts from p	ourchasing an "e-bi	dding" Subscript	ion. Simply use t	he checkbox belo	w
D Sites											
		Contact First Name	Contact Last Name	Email	Account	E-bidding Subscription not allowed	E-bidding Subscription Expiry	Notifications Subscription Expiry	Commodities		
		Alfred	Alligator	alfred@sampleA.com	\checkmark		2023-03-10	2023-03-10	 22101501 - 22101505 - 22101509 - 	Front end loader Rollers Backhoes	s
	1	Ali	Alligator	ali@sampleA.com	\checkmark		L_(1	0			
	4	* Anita	Antelope	anita@sampleA.com	\checkmark						
		3 Result(s) Resu	ult(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.

Supplier Guide

Renewing a Subscription



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

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

Last Update: March 24, 2025

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inge Log	clicking on	the Save button. You	can also choose to preven	t one of your	contacts from p	ourchasing an "e-b	idding" Subscript	ion. Simply use the checkbox belo	w
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\bigcirc	Anita	a Antelope	anita@sampleA.com	1					
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- 2. On the left-hand menu, click **Subscriptions**.
- 3. Use the **pencil icon** to select the user to renew the subscription.

Manage Subscripti			-		
	ons for a Contact		0	Q	₽
	E Sa	ve			
Contact Last Name	Email				
Alligator	ali@sampleA.com	Request Subscription	on Transfer from old BC E	Bid	
hen you subscribe to "notific	ations" and "e-bidding".	Old BC Bid email	Old BC Bid E-bidding Subscription Expiry	Old BC Bid Notifications Subscription Expiry	
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t, logout and log in again for	e-bidding" subscription to take effect.				
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" and BC Bid will send you ar ommodity codes you have se o your business. You can upda	n email when an opportunity is lected. Use the dropdown below te them at any time.				
x	Renew Now • 4				
res on					
	Contact Last Name Alligator hen you subscribe to "notific t, logout and log in again for " and BC Bid will send you ar ommodity codes you have se your business. You can upda x x	Contact Last Name Email Aligator ali@sampleA.com hen you subscribe to "notifications" and "e-bidding". t, logout and log in again for "e-bidding" subscription to take effect. "and BC Bid will send you an email when an opportunity is ommodity codes you have selected. Use the dropdown below your business. You can update them at any time.	Contact Last Name Email Aligator ali@sampleA.com Then you subscribe to "notifications" and "e-bidding". It, logout and log in again for "e-bidding" subscription to take effect. The and BC Bid will send you an email when an opportunity is sommodity codes you have selected. Use the dropdown below your business. You can update them at any time.	Contact Last Name Enail Aligator ali@sampleA.com Transfer from old BC Bid E-bidding then you subscribe to "notifications" and "e-bidding". the gout and log in again for "e-bidding" subscription to take effect. Trand BC Bid will send you an email when an opportunity is sommodity codes you have selected. Use the dropdown below your business. You can update them at any time. Trand BC Bid will send you an email when an opportunity is sommodity codes you have selected. Use the dropdown below your business. You can update them at any time. Trand BC Bid will send you an email when an opportunity is sommodity codes you have selected. Use the dropdown below your business. You can update them at any time. Transfer from old BC Bid email Code Science Code Scie	Contact Last Name Enail Aligator ali@sampleA.con hen you subscribe to "notifications" and "e-bidding". L, logout and log in again for "e-bidding" subscription to take effect. "and BC Bid will send you an email when an opportunity is ommodity codes you have selected. Use the dropdown below your business. You can update them at any time. x Renew Now Aligator Image: Contact Last Name Image: Cont

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

e General Info. Sou	urcing					
<	Manage Subscription	ons for a Contact		0		Q 8
		B Sa	ve			
Aanage Subscriptio	ns					
ontact First Name	Contact Last Name	Email				
Ali	Alligator	ali@sampleA.com	Request Subscription	Transfer from old BC B	Bid	
eceive automatic update	s when you subscribe to "notifica	tions" and "e-bidding".	Old BC Bid email	Old BC Bid E-bidding Subscription Expiry	Old BC Bid Notificat Subscription Expiry	tions
lata: Aftas making a pare	mont loggest and log in again for "	a hiddina" subscription to take effect			8	
0			I wish to apply for time of	credit		
Notifications:			Shopping Cart: •	5		a
Subscribe to "notificat posted that matches the state of	ions" and BC Bid will send you an he commodity codes you have sel	email when an opportunity is lected. Use the dropdown below		Subscription	Amount Tax Amount	$\mathbf{\mathbf{v}}$
to choose codes relate	d to your business. You can upda	te them at any time.	Notifications (ANNUAL SUBSCRI	IPTION)	100.00 5.00	×
			E-Bidding (ANNUAL SUBSCRIPTIC	DN)	150.00 7.50	×
Cost 100.00 /year	+ tax		Sub-totals		250.00 12.50	
A Your Subscription e	expires on		Total		262.50	
2022-03-31						
			Pay Now -6			
	2.1					
Subscribed Commodit	ies					

- 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.

Internet Payments Program
Credit Card Payment
Account BCQueensPrinterSB is in test mode
Invoice/Order Number: 2003/1413 Amount: \$262.50 CAD Payment Method: Card Card Type: VISA Card Number: Card Number: Card CVD: What's this? Cancel Pay Now - 8
COPYRIGHT DISCLAIMER PRIVACY ACCESSIBILITY
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

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

4

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General Info. Sour	cing					
<	Manage Subscripti	ons for a Contact -9			D	Q
		la Sa	ive			
nage Subscription	ıs					
tact First Name	Contact Last Name	Email	Request Subs	cription Transfer from	n old BC Bid	
,li)	Alligator	ali@sampleA.com				
eive automatic updates	when you subscribe to "notifica	ations" and "e-bidding".	Old BC Bid email	Subscription	-bidding Old Expiry Subs	BC Bid Notifications scription Expiry
to: After molding a parmi	ant logout and log in again for !	's hidding" subscription to take offect				
			I wish to app	ly for time credit		
Notifications:			Payment Res	ult Details • a		
Subscribe to "notificatio	ns" and BC Bid will send you an commodity codes you have se	email when an opportunity is lected. Use the dropdown below	You have initiated payments made <u>b</u> Please print the in	a payment today. The mos oday) will be displayed on the information if desired for you	st recent payment in nis screen. ur records.	formation (for
posted that matches the to choose codes related	to your business. You can upda	te them at any time.				
posted that matches the to choose codes related	to your business. You can upda	te them at any time.	Date	2022-03-11	Transaction Type	e Purchase
posted that matches the to choose codes related Cost 100.00 /year +	to your business. You can upda tax	te them at any time.	Date Card Type	2022-03-11 V	Transaction Type Amount	e Purchase 262.50
posted that matches the to choose codes related Cost 100.00 /year + Your Subscription expire	to your business. You can upda tax	te them at any time.	Date Card Type Invoice Number	2022-03-11 V 814164683	Transaction Type	e Purchase
posted that matches the to choose codes related Cost 100.00 /year + Your Subscription expire 2023-03-31	to your business. You can upda tax	te them at any time.	Date Card Type Invoice Number Card Number	2022-03-11 V 814164683 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Transaction Type	e Purchase
posted that matches the to choose codes related Cost 100.00 /year + Your Subscription expire 2023-03-31	to your business. You can upda tax 9 9	te them at any time.	Date Card Type Invoice Number Card Number Effective Date	2022-03-11 V 814164683 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Transaction Type	e Purchase
posted that matches the to choose codes related Cost 100.00 /year + Your Subscription expire 2023-03-31 • Subscribed Commoditie	to your business. You can upda tax 9 9	C -	Date Card Type Invoice Number Card Number Effective Date TDM Inquiry Number	2022-03-11 V 814164683 XXXXXXXXXXX 2022-03-11 50114395	Transaction Type Amount TDM Transactio ID	e Purchase 262.50

- 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 privilidges to be activated.

5	Company Info								Q	0
« Company Information				E Save	Cri	eate a change re	quest			
Contacts	Manage Subs	criptions								
Subscriptions										
Documents & Certs.	Use the pencil in t	the grid below	to purchase, review ar	nd update si	bscriptions.					
Additional Information	As a Supplier Adm	nin, you will nee	ed to complete the init	tial activatio	n of a new con	tact for your org	anization by usi	ng the "Account /	Activated" checkbox and	
Change Log	clicking on the Sa and click on the S	ve button. You ave button.	can also choose to pre	event one o	your contacts	from purchasing	an "e-bidding"	Subscription. Sim	ply use the checkbox belo	W
D Sites										
	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	\checkmark		2022-03-31	2022-03-31	 22101501 - 22101505 - 22101509 - 	Front end loaders Rollers Backhoes	
	P Ali	Alligator	ali@sampleA.com	\checkmark		2023-03-31	2023-03-31	22000000 - Bui Machinery and A	lding and Construction Accessories	
	🖋 Anita	Antelope	anita@sampleA.com	\checkmark			0			
						1	0			~

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:



- 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.

«								٩	-
npany Information			8	Save	Create a	change request			
							-		
tacts	Manage Subsc	riptions							
scriptions • 2									
uments & Certs.	Use the pencil in th	ne grid below to	o purchase, review and up	date subscri	ptions.				
itional Information	As a Supplier Admi	n, you will need	I to complete the initial a	ctivation of a	new contact for	r your organizatio	n by using the "A	count Activated" checkbox and	
nge Log	and click on the Sav	ve button.	an also choose to preven	cone or your	contacts from p	orchasing an "e-b	idding Subscript	on, amply use the checkbox below	
5									
	Contact First Name	Contact Last Name	Email	Account Activated	E-bidding Subscription not allowed	E-bidding Subscription Expiry	Notifications Subscription Expiry	Commodities	
3	🔸 🖉 Alfred	Alligator	alfred@sampleA.com	1		2022-03-31	2022-03-31	 22101501 - Front end loaders 22101505 - Rollers 22101509 - Backhoes 	
	Ali	Alligator	ali@sampleA.com	1		2022-03-31	2022-03-31		
	Anita	Antelope	anita@sampleA.com	\checkmark					
	3 Result(s) Resu	ılt(s)						٥	

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

BRITISH COLUMBIA BC	CBid			Adjust Contras	t 🗘 🕒 Alfred A	Acceptance
me General Info. Sou	ircing					
<	Manage Subscript	ons for a Contact		0	(8
		6 - • B Sa	ve			
Manage Subscriptio	ns	Ŭ				
Contact First Name	Contact Last Name	Email				
Alfred	Alligator	alfred@sampleA.com	Request Subscription	on Transfer from old BC I	Bid	
Receive automatic update	s when you subscribe to "notific	ations" and "e-bidding".	Old BC Bid email	Old BC Bid E-bidding Subscription Expiry	Old BC Bid Notifications Subscription Expiry	
Note: After making a payn	nent. lopout and log in again for	"e-bidding" subscription to take effect.		8	ė	
			I wish to apply for tir	ne credit		
Notifications:						
Subscribe to "notificati posted that matches th to choose codes related	ons" and BC Bid will send you a ne commodity codes you have se d to your business. You can upda	n email when an opportunity is elected. Use the dropdown below te them at any time.				
Cost 100.00 /year	+ tax	Renew Now				
Your Subscription ex 2022-03-31	xpires on					
Subscribed Commoditi	ies					
5		•••-4				
- × 22101501	- Front end loaders					
× 22101505	- Rollers					

- 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 relvant opportunities (if applicable) amalgamated into one email in a list.

Removing an e-Bidding Subscription



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

Supplier Guide

BCBid

< (Company Info	0					0			Q	
« Company Information			5	🗕 🖬 Save) Cr	eate a change re	quest				
Contacts											
Desumente S. Cente	Manage Sub	scriptions									
Additional Information											
Ploateonal information	Use the pencil in	the grid below	v to purchase, review an	id update su	bscriptions.						
Change Log Sites	As a Supplier Ad clicking on the S and click on the	min, you will ne ave button. You Save button. of your contact	eed to complete the init u can also choose to pre is has purchased an E-b	ial activation event one of idding subsc	n of a new con your contacts ription howeve	from purchasing er you have subs	anization by usin an "e-bidding" : equently indicat	Subscription. Si	mply use the	e checkbox below b	low
Change Log Sites	As a Supplier Ad clicking on the S and click on the Mone or more bidding subsc Contact First Name	min, you will ne ave button. You Save button. of your contact ription. Please <u>Contact</u> <u>Last Name</u>	eed to complete the init u can also choose to pre is has purchased an E-b contact the BC Bid hel Email	ial activation event one of idding subsc pdesk for as <u>Account</u> <u>Activated</u>	n of a new coni your contacts ription however sistance resolv <u>E-bidding</u> <u>subscription</u> not allowed	From purchasing er you have subs ing this issue. <u>E-bidding</u> <u>Subscription</u> <u>Expiry</u>	an re-bidding" sequently indicat <u>Notifications</u> <u>Subscription</u>	Commodities	e not allowe	e checkbox and	low
Change Log Sites	As a Supplier Ad clicking on the S and click on the One or more- bidding subsc Contact First Name	min, you will ne ave button. You Save button. of your contact ription. Please <u>Contact</u> <u>Last Name</u> Alligator	eed to complete the init u can also choose to pre is has purchased an E-b contact the BC Bid hel Email alfred@sampleA.com	ial activation event one of idding subsc pdesk for as <u>Account</u> <u>Activated</u>	n of a new coni your contacts ription however sistance resolv <u>E-bidding</u> <u>Subscription</u> not allowed	rom purchasing er you have subs ing this issue. <u>E-bidding</u> <u>Subscription</u> <u>Expiry</u> 2022-03-31	Notifications Subscription 2022-03-31	Commodities · 22101501 · 22101505 · 22101509 ·	 Front end Rollers Backhoes 	e checkbox and e checkbox bel	low
Change Log Sites	As a Supplier Ad clicking on the S and click on the One or more bidding subsc Contact First Name Alfred	min, you will ne ave button. You Save button. You Save button. of your contact ription. Please Contact Last Name Alligator Alligator	eed to complete the init u can also choose to pre is has purchased an E-b contact the BC Bid hel Email alfred@sampleA.com ali@sampleA.com	ial activation event one of idding subsc pdesk for as Account Activated	n of a new coni your contacts ription howeves sistance resolv <u>E-bidding</u> <u>Subscription</u> not allowed	rom purchasing from purchasing er you have subs ing this issue. <u>E-bidding</u> <u>Subscription</u> <u>Expiry</u> 2022-03-31	Notifications Subscription 2022-03-31 2023-03-31	Commodities • 22101501 • 22101505 • 22101505 • 22101509 • 2200000 - B Machinery and	- Front end - Rollers - Backhoes uilding and d	e checkbox and e checkbox beli ed to have an E loaders Construction	łow
Change Log Sites	As a Supplier Ad clicking on the S and click on the One or more- bidding subsc Contact First Name & Alfred & Ali & Anita	min, you will ne ave button. You Save button. You Save button. Please of your contact ription. Please Contact Last Name Alligator Alligator Antelope	eed to complete the init a can also choose to pre- is has purchased an E-b contact the BC Bid hel Email alfred@sampleA.com ali@sampleA.com anita@sampleA.com	ial activation event one of idding subsc pdesk for as Account Activated	E-bidding Subscription not allowed	rom purchasing from purchasing er you have subs ing this issue. Subscription Explry 2022-03-31 2023-03-31	Anization by usin an "e-bidding" s equently indicat Notifications Subscription Expiry 2022-03-31 2023-03-31	Commodities • 22101501 • 22101505 • 22101509 • 22000000 - B Machinery and	- Front end - Rollers - Backhoes uilding and J Accessorie	loaders Construction	low E-

3. Click on **Subscriptions**.

- 4. For the desired user, click the subscription not allowed checkbox.
- 5. Click **Save**.
- If the user already has purchased an e-Bidding subscription, contact the BC Bid Help Desk to resolve.
- 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



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

Supplier Guide

BRITISH	BCBid	Adjust Contrast 🋕 😝 Alfred A.	ceptance
lome General Info.	Sourcing		
<	Company Info	©Q	8
Company Information	« Participation	Save Create a change request	
Contacts Subscriptions Documents & Cert:	Search by keyword Status	State to date • 2022-03-11 Display archived documents Q. Search Reset Reset	t
) Additional Informat ? Change Log D Sites	Legal Documents Add Legal Documents		
	O Result(s) Certifications	\$	2
	Add Certifications		3
	Other Documents		
	Add Other Documents - 3c 0 Result(s) Result(s)	4	2
to man] [Logal mention	v1		2 Did of

- 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.

Supplier Guide

	8		
<	Company Info	Q Q	€
« Company Information		Save Create a change request	
Contacts Subscriptions	Search by keyword Status	State to date Image: State to date Image: Display archived Q. Search Re	eset
Documents & Certs.		uocuments	
Additional Information	Legal Documents	(b
3 Sites	Add Legal Documents O Att.	Document Type Document Name Begin Date Expiration Date Owner Status	Vali
	Certificate of Insurance.docx	Certificate of Insurance Sample A Company 2022-02-01 2023-01-30 Alfred Alligator	•
	1 Result(s) Result(s)	a	0
	Certifications		
	Add Certifications		
	0 Result(s) 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

BRITISH	BCB	id		ß	Adjust Contrast	¢ 0	Acce Alfred A.	eptance
Home General Info.	Sourci	ng						
<		Company Info			0		Q	₽
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ContactsSubscriptions		Search by keyword	Status	State to date	Display	Q Search	Reset	
Documents & Cert	s.				documents			
Additional InformaChange Logの Sites	tion	Legal Documents Add Legal Documents						
		O Result(s) Result(s)					\$	
		Add Certifications						
		O Result(s) Result(s)					\$	
		Other Documents						
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[Site map] [Legal mentio	ns]						BC B	id v1.2 ©

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

Supplier Guide

		P				Acc	ceptance
	BRITISH	BCBid		(*)	Adjust Contrast	Alfred A.	~
Home	General Info.	Sourcing	~				
	Edit docu	ument : Legal I	Documents • 2			8 🗆 ×	A
_			a	B Save Save & Close			-
	Document		3	Comparison and Comparison of C			
i Cor			Description		Follow up		
Cor		_	Document Type*	Status	Notification Date		×
\$ Sub		a	- Certificate of Insurance 🛛 🛛 🗸	Draft			E
Do			Document Name	Begin Date*	Date Archived		
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Cha			Document*	Expiration Date	Request Date		
D Site			307,200 kb limit.	2023-01-31 U			E.
one one			Iclick or Drag to add a file	e			
			Certificate of Insurance.docx				
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			Add a comment here				-
					4		
		Othe	a Documents				
		Ad	d Other Documents				
Site map] [Legal mention	ns]				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.

ome General Info. Sourcin	18							
<	Company Info						Q	₿
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Contacts Subscriptions	Search by keyword Status		State to date	Dis	play archived	۹. Search	R	leset
Documents & Certs.				doc	uments			
Additional Information	Legal Documents Add Legal Documents					(4	
Sites	① Att.	Document Type	Document Name	Begin Date	Expiration Date	<u>Owner</u>	Status	Valid
	Certificate of Insurance.docx	Certificate of Insurance	Sample A Company Insurance	2022-02-01	2023-01-30	Alfred Alligator	×	•
	1 Result(s) Result(s)							¢
	Certifications							
	Add Certifications							
	O Result(s) Result(s)							٥

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

	1	🔐 Adjust Contrast	Acceptance
Home General Info. Sourcing			
<	Company Info	٥	d Q
« Company Information	Save Creat	te a change request	
😩 Contacts	Additional Information		
\$ SubscriptionsDocuments & Certs.	Use these fields to share what regions you serve and what goods or servi to notification subscriptions.	ces you provide. Please note that this inf	fo is not tied
🖒 Additional 🗕 🗍	What Regions do you serve?	© -	
Change Log	× Nanaimo		
🖾 Sites	Cowichan Valley Comox Valley		
	× Capital		
	× British Columbia		
	Goods or Services you supply	Ø -	
	× 70111713 - Parks management or maintenance services		
	× 70111706 - Lawn care services		
Cites and Direct an other a	If your company provides goods or services other than the commodities snow removal	listed above, please list them here	

 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.



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

Supplier Guide



- 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



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



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ome General Info. Sourcin	Commence la fe			0			
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Contacts	Sites						
Subscriptions	Create a new supplier site only i	if the site needs to	submit independent submissions that	at compete with your othe	r sites.		
Documents & Certs.							
Additional Information	Create a new site 💁	4					
Change Log	NOTE: After creating a new s	ite, logout and log	back in to view and access the site.				
Sites -3	Legal Name Doing Bu	siness as Name	Levels related with the supplier	Email			
	Alligator, Alfred Sample C	ompany A	Supplier GroupSupplier Head-office	 alfred@sampleA.co ali@sampleA.com anita@sampleA.con 	m n		
	1 Result(s) Result(s)				\$		

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

General Info. Sourcing			
< Compa	iny Info	0	Q
«	B	Save	
Create a New Site			⊕ □ ×
t.	Save & Close	6	
Legal Name of Primary Supplier	Doing Business As Name of Primary Supplier		
Alligator, Alfred	Sample Company A		
New Site's Doing Business as Nam	e* Level		
Sample Company A (Langford)	Supplier Site		

- 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.

e General Info.	Sourcing		Sample Company A	
<	Supplier Dashboard	4	Sample Company A (Langford)	
0 Submissions in Progress	Welcome Suppliers! ① All kinds of exciting things are happening and coming up! Watch this space for updates.	My Subscriptions (i) 1 Results Ebidding Expiry Notifications Expiry	3 Performance (1)	
i Company Profile Q Opportunities	Supplier Resources Intended to provide a list of information resources for Suppliers • Links to key training material, reference material, policies, et • Information for contacting helpdesk	Closing Soon (D	
\$ Ay Subscriptions				
Supplier Status ①		Recently Amended (
Regi Onbc Pend	baration Daration Daration			

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

General Info.	Sourcing			
<	Supplier Dashboard		()	Q
You're now logge	d on behalf of the supplier Sample Company A (Langford)	(5	×
0 Submissions in Progress	Welcome Suppliers! ① All kinds of exciting things are happening and coming up! Watch this space for updates.	My Subscriptions () Ebidding Expiry Notifica	1 Results ations Expiry	Performance (i)
Company Profile Q 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	C	losing Soon ()	
Supplier Status	The following items require your attention:	Recently Amended (D	

- 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**.


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

 Company Information Contacts Documents & Certs. Contacts A Contacts Contacts A Doin 	pany Info Data has been saved • 14 /alidated successfully Fields marked by an asterisk * are Click on save to update your sele npany	Save
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	•	Mailing Address (if different)

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.

COLUMBIA	BCBid			- 48 - 48 - 48 - 48 - 49 - 49 - 49 - 49
me General Info.	Sourcing		0	
<	Supplier Dashboard			Q
0 Submissions in Progress	Welcome Suppliers! ① All kinds of exciting things are happening and coming up! Watch this space for updates.	My Subscription Ebidding Expiry No	IS (i) 1 Results	Performance (j)
i Company Profile Q Opportunities \$ My Subscriptions	Supplier Resources Intended to provide a list of information resources for Supplier • Links to key training material, reference material, policie • Information for contacting helpdesk	rs s, etc.	Closing Soon (
Supplier Status	3 • 16	Recently Amend	led (i)	
Onboa Pendir	ard ng			
Gathe	aration I here is no item requiring your attention at the moment.			

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



- 1. Log in as the Supplier Admin.
- 2. Use the drop-down to select the site.
- 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

	ing			
<	Company Info	•		۹ 🔒
« Company Information	E Save	Create a change request	l	
Contacts	Internal Contacts			
Subscriptions	Click on Subscriptions tab to activate additional Supplie	er Contacts		
Documents & Certs.	Supplier Admin role is applied to all sites. Return to the	main site to change assignment of the	Supplier Admin role.	
Additional Information				
Change Log	Select Existing Contact			
	Contact Position Role	Email		
	Alligator General Manager Supplier admin Alfred	alfred@sampleA.com		

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

Ger	neral Info.	Sourcing						
	<	Con	npany Info				C	2
		~			🖬 Save	e Create a ch	hange request	
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d¢							window using the X in the top right corner	
ne.							12722452320000	
			Position	Phone	Cell Phone	<u>Email</u>	Other assigned suppliers	
5)-	• 🗸 💵	Alligator Ali	Accounting			ali@sampleA.com	Sample Company A	
		Alligator Alfred	General Manager			alfred@sampleA.com	Sample Company A / Sample Comp	
		Antelope Anita	Sales			anita@sampleA.com	Sample Company A	
	3 Result(s) Result(s)					\$	

- 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.



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

COLUMBIA	BCBid				Adjust C	ontrast	¢ (Alfred A.	~	(Sample Company)	A) ~
ne General Info.	Sourcing							-			
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Filters Status : Submission Progr	Open × ress Opportunity D § Park Maintena	Description Ince Services	Opportunity ID 155982	Opportunity Type Request for Proposal	Organization BC Parks - Provincial Services Branch Ministry of Citizens' Services Ministry of Environment and Climate Change Strategy	<u>Lot #</u> 1	Amendment #	Last Updated	<u>Status</u> Open	Remaining Time	<u>l:</u> (Pac

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

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

- 3. Click **Search**.
- 4. Click the submission progress to view the opportunity.

Supplier Guide

Paving Roads - Lot : 2 / Amendment : 0	lome General Info.	BCBio Sourcing			÷O	
Coverview: Opportunity Details Addenda Submission Fistory Submission Fistory Submission Fistory Submission Fistory Submission Fistory Cancelled × In progress × Received × • Deviction Title Status Concording Number of Status Cancelled × In progress × Received × • Paving Roads - 0 Status Deportunity Description Title Paving Roads - 0 Rescription # 1	<		Paving Roads - Lot : 2 / Amendment : 0		0	Q 🖶
 Opportunity Details Addenda Addenda Addenda Second and a submission set in this opportunity. You will now receive opportunity notifications, can submit enquiries through BC Bid, an join any interested supplier or planholder lists, and can e-bid through BC Bid, if applicable. Note all times shown are in Pacific Time. Manage Your Team Search submissions 6 Search Reset Cancelled × ln progress × Received × • To withdraw a Submission, select value "Submission withdrawn" from the Withdraw Submission field below and click the Save button to confirm Opportunity Description Title Status (Received on Total Decision Withdraw Submission Paving Roads - 0 Submission # 1 Received 2022-03-11 2:57:06 PM 	Overview	~<	B Save Create a new Su	omission	\equiv Other Actions $*$	
Wai have expressed interest in this opportunity. You will now receive opportunity notifications, can submit enquiries through BC Bid, can join any interested supplier or planholder lists, and can e-bid through BC Bid, if applicable. Note all times shown are in Pacific Time. Submission History Search submissions Search submissions Search submissions Search submissions Search submissions Search submission Note all times shown are in Pacific Time. Search submissions Search submissions Search submission Search submission	 Opportunity Details Addenda 		Remaining time: 35d 07h 56min 19s			
Manage Your Team Search submissions 6 Q Search Reset Status Cancelled × In progress × Received × • • To withdraw a Submission, select value "Submission withdrawn" from the Withdraw Submission field below and click the Save button to confirm Opportunity Description Title Status Opportunity Description Title Status I Result(s) 9	Enquiries E-bidding Submission History	- (5	You have expressed interest in this opportunity. You will now receive opportunity notifications, can submit enquiries through BC Bid, can join any interested supplier or planholder lists, and can e-bid through BC Bid, if applicable. Note all times shown are in Pacific Time.			
Cancelled × In progress × Received × • • To withdraw a Submission, select value "Submission withdrawn" from the Withdraw Submission field below and click the Save button to confirm Opportunity Description Title Status Received on (Pacific Time) Total Decision Withdraw Submission Paving Roads - 0 Submission #1 Received 2022-03-11 2:57:06 PM • 1 Result(s) Result(s)	Manage Your Team		Search submissions - 6 Q. Search Status			
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7 Paving Roads - 0 Submission #1 Received 2022-03-11 2:57:06 PM - 1 Result(s) Result(s) 0 0 0			Opportunity Description Title Status (Pacific Time)	Total Decision	Withdraw Submission	
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			1 Result(s) Result(s)			

- 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: <u>bcbid@gov.bc.ca</u>

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: <u>www.bcbid.gov.bc.ca</u>.

Explore <u>BC Bid web guides on BC Procurement Resources</u>.

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
Commodity Code Subscriptions	https://youtu.be/QOJrletPvck

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	Obtaining and activating the Business BCeID account
	Managing the business BCeID account
	Creating Business BCeID accounts for additional users
BC Bid	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	 Contacting the Business Profile Manager to set up and activate a Business BCeID
BC Bid	Self registration of additional user account

Appendix 5: Supplier Role Matrix

	Supplier	Additional	BC Bid
	Admin	supplier	Help Desk
		user	
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

