










The purpose of this BC Bid Application Notice to Vendors Quick Reference Guide is to act as a high-level guide. For detailed instructions and more information, go to the [Ministry Buyer Guide](#).

*A Notice to Vendors may be used for a wide variety of purposes in order to publish official communications to suppliers, including to inform suppliers about the subject or timing of upcoming procurement opportunities, supplier training, a cancelled procurement, or other information.*

To...	Follow these steps...	Tips and Links...
<b>Create Sourcing Project</b>	<ol style="list-style-type: none"> <li><b>Set up Project:</b> <ul style="list-style-type: none"> <li>Select Sourcing Project Type: <b>Notice to Vendors</b>.</li> <li>If posting on behalf of another organization <b>Issued for</b> is the Ministry/Branch requesting the procurement.</li> <li>Main Commodity/Other Commodities: search for and select Commodity.</li> </ul> </li> <li>Click <b>Set up Team</b>.           <ul style="list-style-type: none"> <li>The person who creates the Project has by default the Official Contact and Responsible roles.</li> <li>Add any additional users based on their assigned roles.</li> </ul> </li> <li>Click <b>Set up Documents</b> to upload documents related to the Notice to Vendors, if any.           <ul style="list-style-type: none"> <li>The documents are in draft status and will need to be changed to <b>Approved</b> status before being added to the opportunity in Prepare RFX.</li> </ul> </li> </ol>	<p> <a href="#">How to create a Sourcing Project</a></p> <p> <a href="#">Set up Team</a></p> <p> <a href="#">Set up Documents</a></p>
<b>Prepare RFX</b>	<ol style="list-style-type: none"> <li>In the <b>Setup</b> tab fill in the <b>Summary Details</b>.</li> <li>Assign <b>Issue</b> and <b>Closing</b> dates.</li> <li>Click <b>Validate &amp; Save</b>,</li> <li>In the <b>Additional RFX Info</b> tab, insert an alternate email if applicable,</li> <li>In the <b>Documents</b> tab, upload documents if any (either new or from Set up Documents) and ensure all documents for the supplier view are uploaded and marked as <b>Approved</b>.</li> <li>In the <b>Suppliers</b> tab, ensure Public Portal is selected by default.</li> </ol>	<p> <a href="#">Additional RFX Info</a></p> <p> <a href="#">How to add documents to an Opportunity</a></p>
<b>Issue RFX</b>	<ol style="list-style-type: none"> <li>Click <b>View as Supplier</b> to review the RFX.</li> <li>Click <b>Ready to Issue</b> and remedy any missing information.</li> <li>Click <b>Issue Opportunity</b>.</li> <li>In email pop-up window click <b>Send and Close</b>.</li> <li>Click <b>OK</b> twice (Step 1 and Step 2). Your RFX is Open.</li> </ol>	
<b>If need to change the Closing Date</b>	<ol style="list-style-type: none"> <li>In the <b>Prepare RFX Setup</b> tab, change the <b>Closing Date</b>.</li> <li>Issue an <b>Addendum</b> in the <b>Discussion Forum</b> to document the change.</li> </ol>	
<b>Issue Addendum</b>	<ol style="list-style-type: none"> <li>In the <b>Discussion Forum</b>, select <b>Compose Message</b>.</li> <li>Send the message to <b>All invited suppliers</b>.</li> <li>In the <b>Subject field</b> enter the Opportunity ID, Description and Addendum number.</li> <li>In the body of the message, enter the content of the addendum.</li> <li><i>Optional.</i> Add an attachment.</li> </ol>	<p> <a href="#">Issuing an Addendum</a></p> <p>Addenda provide answers to questions or additional information</p>

<p><b>Issue an Amendment</b></p>	<ol style="list-style-type: none"> <li>1. In any <b>Prepare RFX</b> screen of an Open opportunity, select the <b>Other Actions</b> drop-down list, then select <b>Create new Amendment</b>. Create &amp; Close.</li> <li>2. Select the information to be copied to the new version.</li> <li>3. In the <b>Prepare RFX Setup</b> screen, enter the <b>Amendment Reason</b>. Validate &amp; Save.</li> <li>4. Make any required changes and issue the opportunity.</li> </ol>	 <a href="#">Issuing an Amendment</a> Amendments will require suppliers to submit new challenges
<p><b>Update RFX and Project Status</b></p>	<p>Once a project is complete:</p> <ol style="list-style-type: none"> <li>1. In <b>Prepare RFX Setup</b> tab, update the status as needed.</li> <li>2. In the <b>Set up Project</b> tab, update the status as needed.</li> </ol>	 <a href="#">Completing an Opportunity</a>  <a href="#">Closeout a Sourcing Project</a> Suppliers need to know the final status of a Project even if it isn't awarded

**Provincial Help Desk**

Help Desk hours: 8:30 am to 4:30 pm  
 Monday to Friday  
 Email Contact: [BCBID@gov.bc.ca](mailto: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 Self-Help Resources

**Training Help**

Please see the BC Bid Resources website for a list of Ministry trainers and contact information.