

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

Note: Not all menu items or fields are used for each Opportunity type. If a tab or field is not visible, it is not used for that Opportunity.

To...	Follow these steps...	Tips and Links...
<b>Search for Opportunity</b>	<ol style="list-style-type: none"> <li>1. From the Supplier Dashboard, click <b>Opportunities</b>.</li> <li>2. Use the <b>Search</b> box to search by keyword and use additional filters as needed.</li> <li>3. Click <b>Search</b>.</li> <li>4. To view the details of an opportunity, click the <b>Opportunity ID</b>.</li> </ol>	
<b>Start Submission</b>	<p>Click <b>Start Submission</b> to:</p> <ul style="list-style-type: none"> <li>• Receive notifications of addenda and amendments</li> <li>• Easily access the project on the <b>Manage Submissions</b> list</li> <li>• Submit Enquiries to the Official Contact within BC Bid</li> <li>• Begin drafting the opportunity in the application (for ITQ and Timber Auction)</li> </ul>	<p>If the supplier is added as a known supplier, Start Submission will not need to be clicked.</p>
<b>Review Opportunity Information</b>	<ol style="list-style-type: none"> <li>1. The <b>Overview</b> tab contains general information such as <b>Opportunity Description, Issued by/for, Open/Closing Date, Submission Instructions</b> and any <b>RFx documents</b>.</li> <li>2. The <b>Opportunity Details</b> tab contains the <b>Official Contact, Delivery Location, Trade Agreements</b> and <b>Mandatory Criteria</b>.</li> <li>3. View the <b>Addenda</b> tab to see any addenda that have been issued.</li> <li>4. If present, view the <b>Process Rules</b> tab to see the terms for the opportunity</li> <li>5. If present, the <b>Responses</b> tab contains the response form to reply to questions created by the buyer</li> <li>6. If present, the <b>Pricing</b> tab contains the items being purchased; provide pricing or other information requested by the buyer</li> </ol>	<p>Not every opportunity uses all the tabs, if not present, they are not used in the opportunity.</p> <p>Click the <b>Save</b> button frequently and when moving between tabs.</p> <p><b>Responding to an Opportunity</b></p>
<b>Download Documents</b>	<ol style="list-style-type: none"> <li>1. At the top of any of the Opportunity tabs, click <b>Download Documents</b></li> <li>2. Check the <b>Downloads</b> folder on your computer</li> <li>3. Check the <b>Addenda</b> tab for any additional documents</li> </ol>	<p>If the Download Documents button is not visible, there may be no documents on the opportunity.</p>
<b>Submit an e-Bid Response</b>	<ol style="list-style-type: none"> <li>1. Complete the submission as directed in BC Bid</li> <li>2. Click the <b>e-Bidding</b> tab</li> <li>3. Optional: Upload any required documents</li> <li>4. Review the <b>Submission Summary</b> to ensure the required information is complete</li> <li>5. Enter the <b>Business BCeID</b> in the <b>e-Bidding Authorization</b> section and click <b>Authenticate</b></li> <li>6. Click <b>Validate &amp; Send</b> to submit the response</li> </ol>	
<b>Submit a Response Drafted in BC Bid</b>	<ol style="list-style-type: none"> <li>1. Complete the <b>Pricing</b> and/or <b>Response</b> tabs</li> <li>2. Download the documents</li> <li>3. Check your computer's Downloads folder. The downloaded templates will be complete with the content drafted in BC Bid</li> </ol>	<p>Drafting in BC Bid is available for Invitation to Quote and Timber Auction only.</p>

To...	Follow these steps...	Tips and Links...
	<ol style="list-style-type: none"> <li>Complete any additional information as needed</li> <li>Submit the response according to <b>Opportunity Details</b> using one of the allowable submission methods</li> </ol>	
<b>Submit a Response Drafted Outside BC Bid</b>	<ol style="list-style-type: none"> <li>Download the documents</li> <li>Check your computer's Downloads folder</li> <li>Complete the required documentation as directed</li> <li>Submit the response according to <b>Opportunity Details</b> using one of the allowable submission methods</li> </ol>	
<b>View an Addenda</b>	<ol style="list-style-type: none"> <li>Click on the <b>Addenda</b> tab of an opportunity</li> <li>The Addenda will be listed along with the date and time of issue</li> <li>View any additional documents included with the addenda</li> </ol>	Addenda represents clarifying information or a response to questions
<b>View an Amendment</b>	<ol style="list-style-type: none"> <li>The <b>Title</b> of the opportunity will indicate the amendment version</li> <li>From the <b>Overview</b> tab, review the current <b>Amendment Reason</b> and <b>Amendment History</b></li> <li>If a response was previously submitted, create a replacement response to the opportunity, if desired</li> </ol>	Amendments represent a substantial change. If an amendment is issued, bids will need to be resubmitted
<b>Submit an Enquiry</b>	<ol style="list-style-type: none"> <li>Click on the <b>Enquiries</b> tab and click <b>Compose</b></li> <li>Select the <b>Official Contact</b> in the To field</li> <li>Create a <b>Subject</b> line, include the opportunity ID number</li> <li>Compose the message in the text box</li> <li>Optional: Add an attachment</li> <li>Click <b>Send</b></li> </ol>	
<b>Create an Additional Response</b>	<ol style="list-style-type: none"> <li>At the top of any page, click the <b>Other Actions</b> button, then click <b>Copy Last Submission</b> or <b>Copy Previous Submission</b></li> <li>If <b>Copy Previous Submission</b> was selected, click the <b>copy icon</b> for the submission to be copied</li> <li>Create a <b>Title</b> for this new submission</li> <li>Choose either <b>Alternate</b> or <b>Replacement Submission</b>. If it is a Replacement, identify which previous submission it is replacing.</li> <li>Draft and submit the additional response as needed</li> </ol>	Click the <b>Save</b> button frequently and when moving between tabs
<b>Submission History</b>	<ol style="list-style-type: none"> <li>Click <b>Submission History</b></li> <li>View the list of submissions and their statuses</li> <li>Click the <b>Submission Title</b> to view the submission</li> <li>Optional: Use the <b>Withdraw Submission</b> drop-down to withdraw a submission</li> </ol>	

## BC Bid Help Desk Information

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 [Supplier Guide](#) on BC Procurement Resources