

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

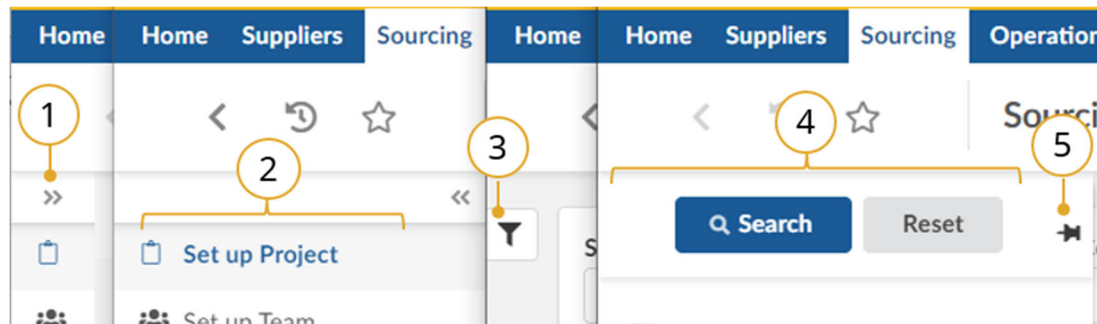
This section describes some general functionality of BC Bid.

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

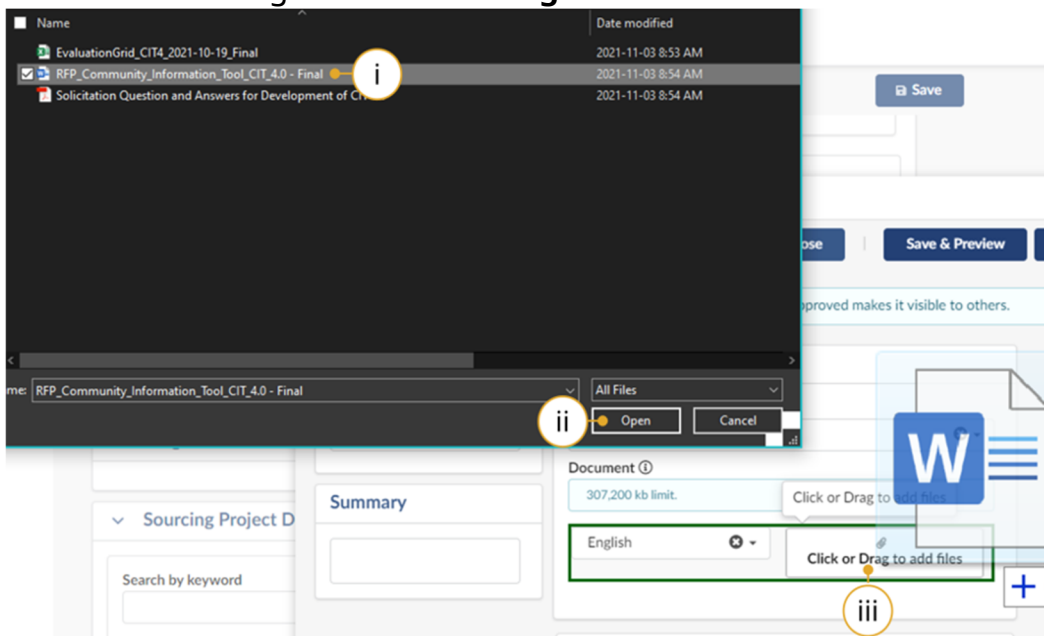
In the Commodity Code search dialog box (only), the search is *first match* not *best match*. First match relates to close spelling as you progress down the alphanumeric tree, whereas best match considers context. Alternatively, searching in the Commodities drop-down produces a *best match* result.

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.

BC Bid accepts most common document formats, including:

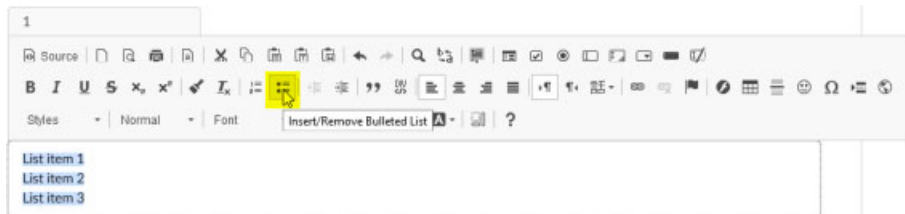
- PDF
- Office
- Word
- Excel
- PowerPoint
- Visio
- MS Project
- AutoCad
- Text files

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

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.

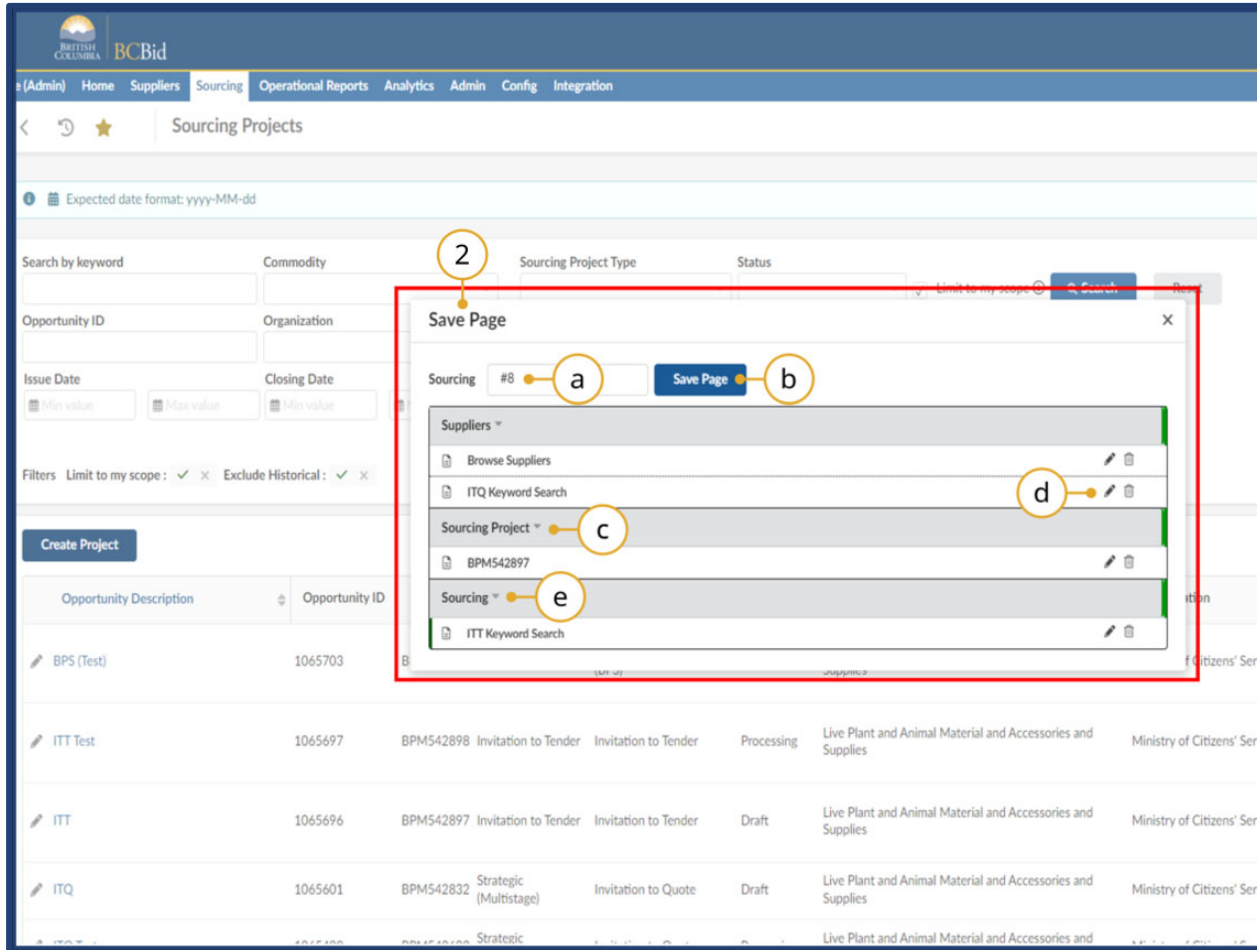
Star Icon (Save Page)

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.

The screenshot shows the BC Bid web application interface. At the top, there is a navigation bar with the BC Bid logo and a menu including Home (Admin), Home, Suppliers, Sourcing, Operational Reports, Analytics, Admin, Config, and Integration. Below the navigation bar, a breadcrumb trail shows a star icon followed by '1' and 'Sourcing Projects'. The star icon is highlighted with a red circle and a '1', indicating the location of the 'Save Page' function. Below the breadcrumb, there is a search and filter section with various dropdown menus and checkboxes. At the bottom, there is a table with columns for Opportunity Description, Opportunity ID, Code, Project Type, Opportunity Type, RFx Status, and Commodity. The table contains several rows of data, including 'BPS (Test)', 'ITT Test', 'ITT', and 'ITQ'.

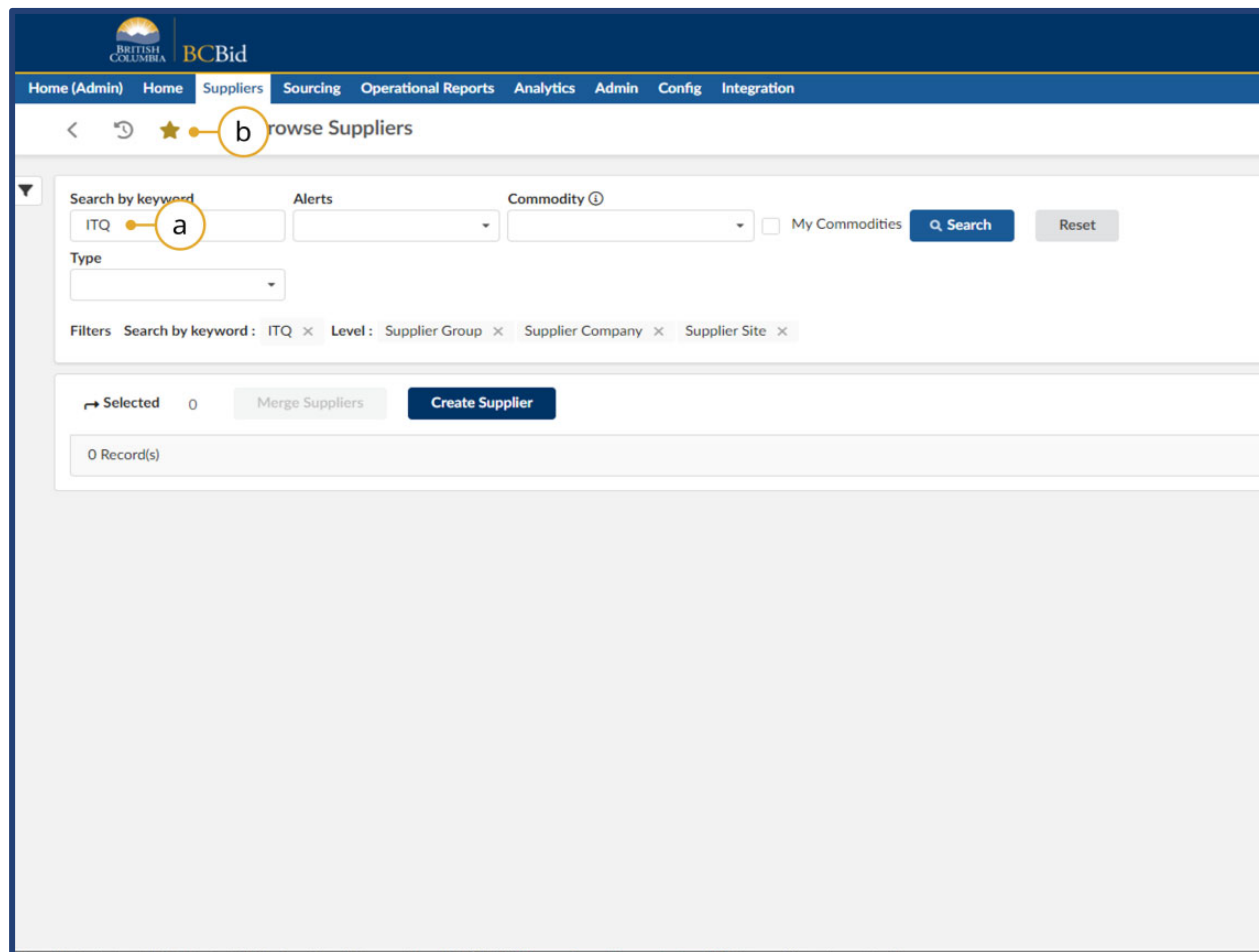
Opportunity Description	Opportunity ID	Code	Project Type	Opportunity Type	RFx Status	Commodity
BPS (Test)	1065703	BPM542904	BPS Sourcing	Request for Proposal (BPS)	Draft	Live Plant and Animal Material and Supplies
ITT Test	1065697	BPM542898	Invitation to Tender	Invitation to Tender	Processing	Live Plant and Animal Material and Supplies
ITT	1065696	BPM542897	Invitation to Tender	Invitation to Tender	Draft	Live Plant and Animal Material and Supplies
ITQ	1065601	BPM542832	Strategic (Multistage)	Invitation to Quote	Draft	Live Plant and Animal Material and Supplies

Save Page Window



2. 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.

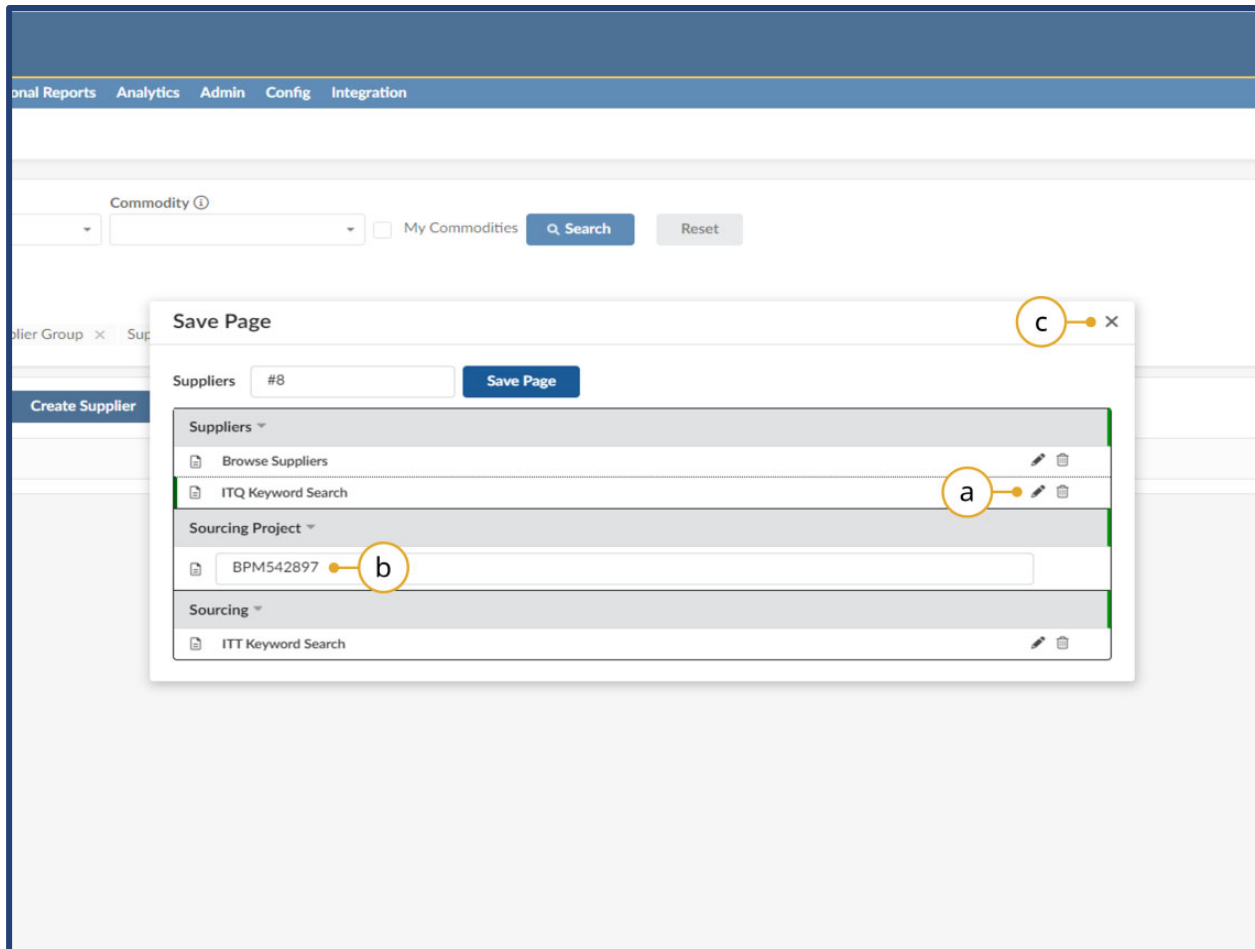
Save Text Fields



The screenshot displays the BC Bid web application interface. At the top, there is a navigation bar with the BC Bid logo and a menu including Home (Admin), Home, Suppliers, Sourcing, Operational Reports, Analytics, Admin, Config, and Integration. Below the navigation bar, the page title is "Browse Suppliers". The main content area features a search section with a "Search by keyword" field containing "ITQ", an "Alerts" dropdown, and a "Commodity" dropdown. A star icon is visible next to the search field, and a yellow circle labeled "b" highlights it. A yellow circle labeled "a" highlights the "ITQ" text in the search field. Below the search fields, there are "My Commodities", "Search", and "Reset" buttons. A "Type" dropdown is also present. Below the search section, there are "Filters" for "Search by keyword: ITQ", "Level: Supplier Group", "Supplier Company", and "Supplier Site". At the bottom of the search section, there are "Selected 0", "Merge Suppliers", and "Create Supplier" buttons. The main content area below the search section is empty, showing "0 Record(s)".

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



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 needed
 - c. Click the **x** in the top right corner to leave the Save Page window.

My Saved Pages - Keyword Searches

The screenshot shows the 'Sourcing Projects' page in the BC Bid system. A circled '5' highlights the search filters section. The filters include:

- Search by keyword: Construction
- Commodity: [Dropdown]
- Sourcing Project Type: Invitation to Tender
- Status: In progress
- Opportunity ID: 1234567
- Organization: Construction & Maintenance Branch
- Opportunity Type: Request for Proposal
- RFX Status: Open
- Issue Date: [Min/Max value]
- Closing Date: [Min/Max value]
- Opportunity Type on Historical Records (Apr 1, 2015 - Dec 15, 2022): [Dropdown]
- Exclude Historical: [Checked]

Filters summary: Limit to my scope: [Checked] Exclude Historical: [Checked] Organization: Construction & Maintenance Branch Opportunity Type: Request for Proposal RFX Status: Open Opportunity ID: 1234567 Type: Invitation to Tender Status: In progress

Opportunity Description	Opportunity ID	Code	Project Type	Opportunity Type	RFX Status	Commodity	Organization
BPS (Test)	1065703	BPM542904	BPS Sourcing	Request for Proposal (BPS)	Draft	Live Plant and Animal Material and Accessories and Supplies	Ministry of
ITT Test	1065697	BPM542898	Invitation to Tender	Invitation to Tender	Processing	Live Plant and Animal Material and Accessories and Supplies	Ministry of
ITT	1065696	BPM542897	Invitation to Tender	Invitation to Tender	Draft	Live Plant and Animal Material and Accessories and Supplies	Ministry of
ITO	1065601	BPM542892	Strategic	Invitation to Quote	Draft	Live Plant and Animal Material and Accessories and Supplies	Ministry of

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.

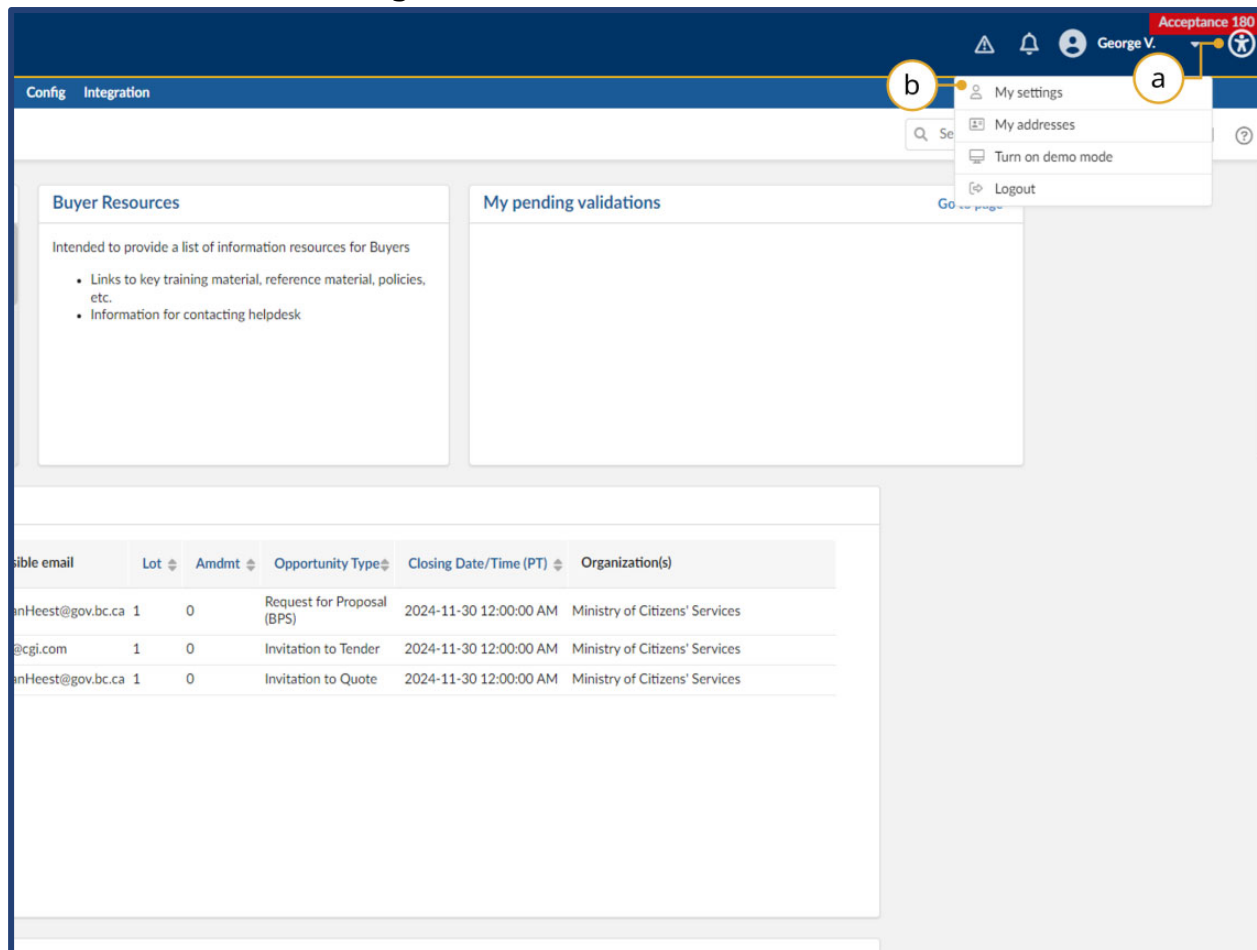
You can search based on the following:

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

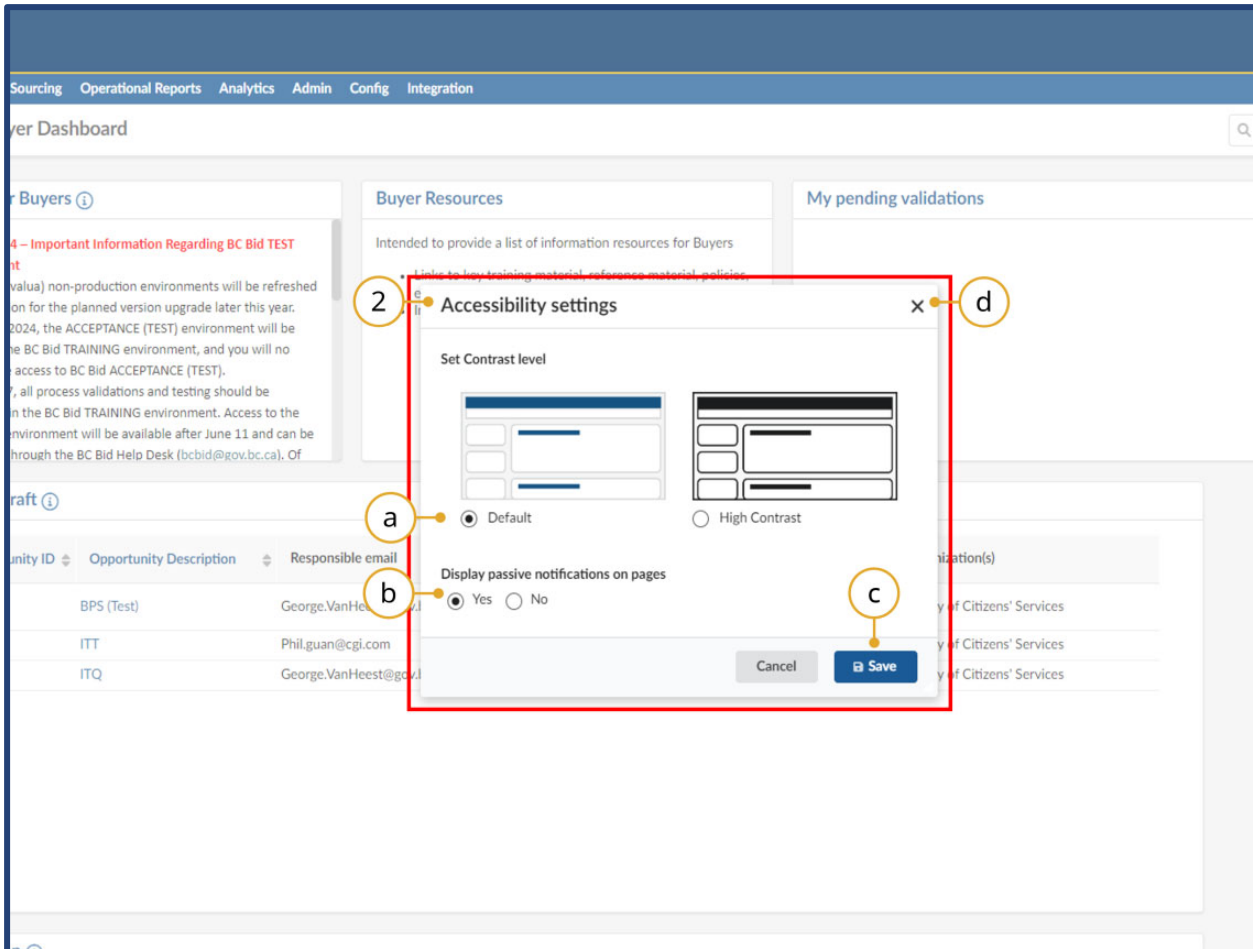
Accessibility Features (New for 2025)

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

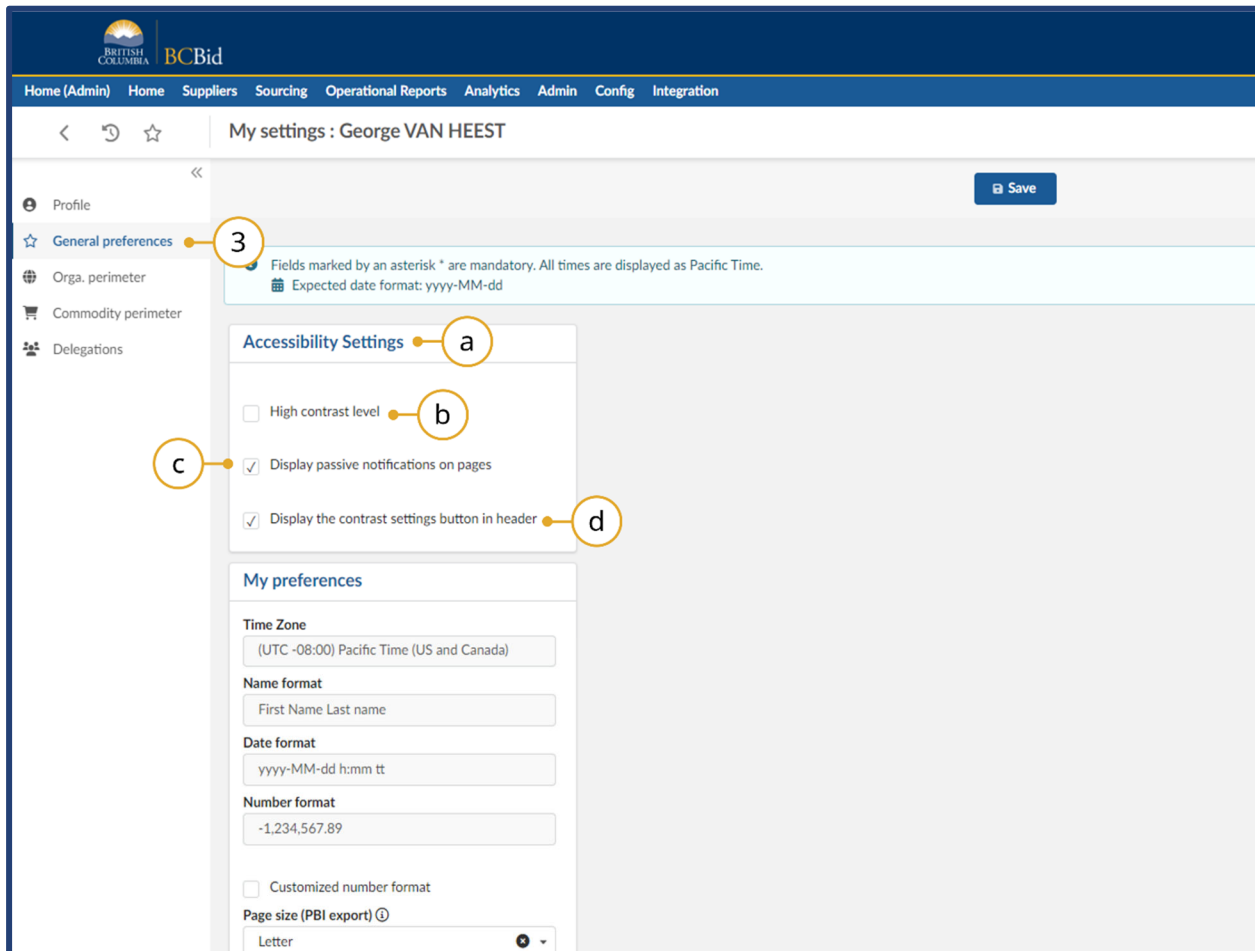
Please Note: The accessibility icon is now in the top right hand corner of the BC Bid application. Older screenshots may show this symbol located in another area. We have not updated every single screenshot, but it will now be in the top right (it can also be turned off in the settings).



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** between the default and high contrast modes.
 - b. You can turn **passive notifications** (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.



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

Supplier Dashboard

The screenshot shows the BC Bid Supplier Dashboard interface. 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'. The dashboard contains several widgets:

- Submissions in Progress:** A widget showing a count of '0' and a 'Welcome Suppliers!' message. Callout 'a' points to this widget.
- My Subscriptions:** A widget showing 'Ebidding Expiry' and 'Notifications Expiry' dates. Callout 'b' points to this widget.
- Supplier Resources:** A widget providing links to training material, reference material, and policies. Callout 'c' points to the 'Opportunities' icon in the left sidebar, and callout 'd' points to the 'Supplier Resources' widget.
- Closing Soon:** A widget for viewing opportunities closing soon. Callout 'e' points to this widget.
- Supplier Status:** A widget showing 'Registration Onboard Pending' and 'Preparation Gather Information' with green checkmarks. A message states 'There is no item requiring your attention at the moment.' Callout 'c' also points to the 'Opportunities' icon in the sidebar.
- Recently Amended:** A widget for viewing recently amended opportunities.

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

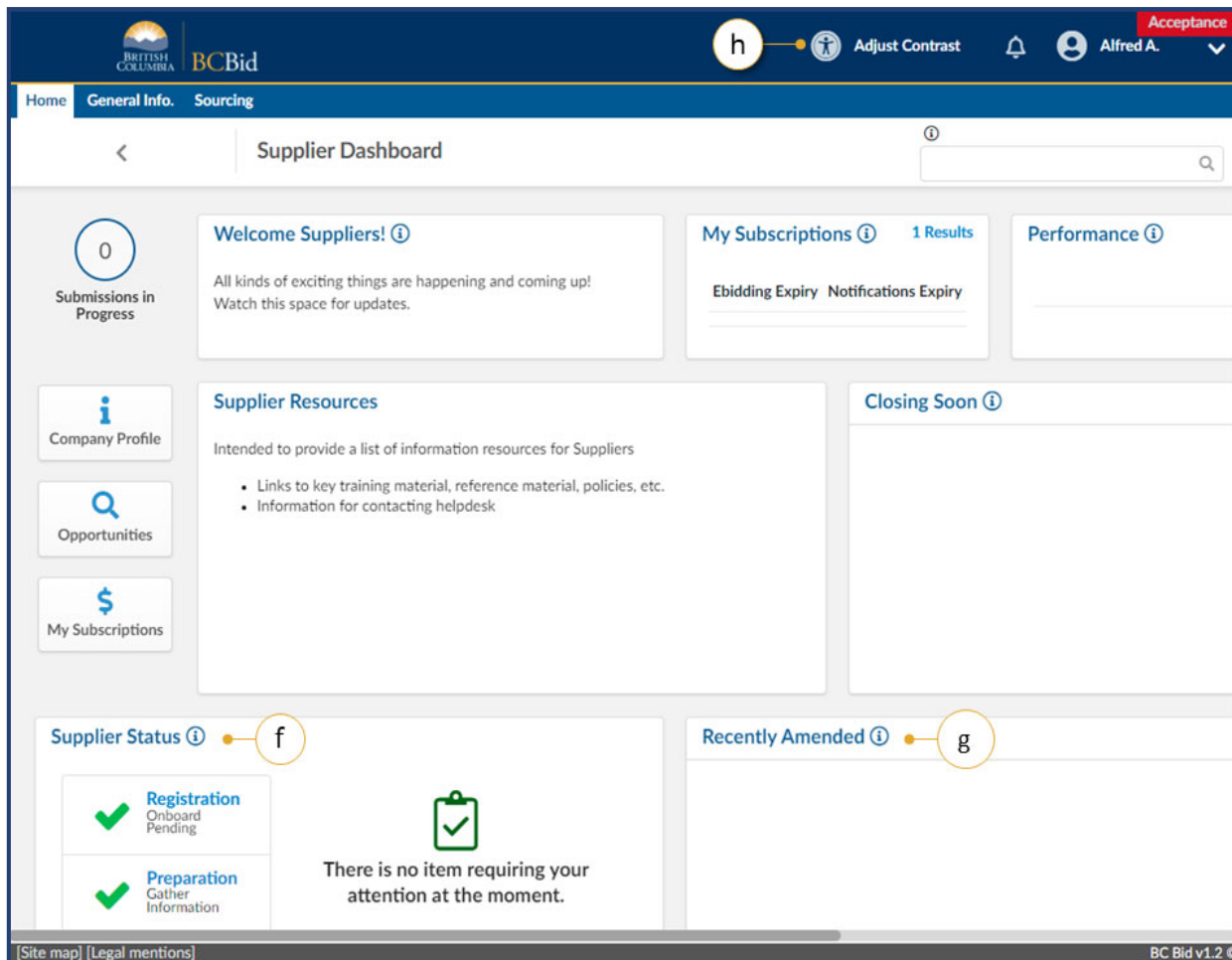
1. Log in to BC Bid.
2. Navigate to the **Home** tab to see the Supplier Dashboard.
 - a. Click the **Submissions in Progress** to review all In Progress submissions.
 - b. Review the **My Subscriptions** to see the e-Bidding and Notifications expiry dates.
 - c. Click a **Quick Access** button to navigate 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.

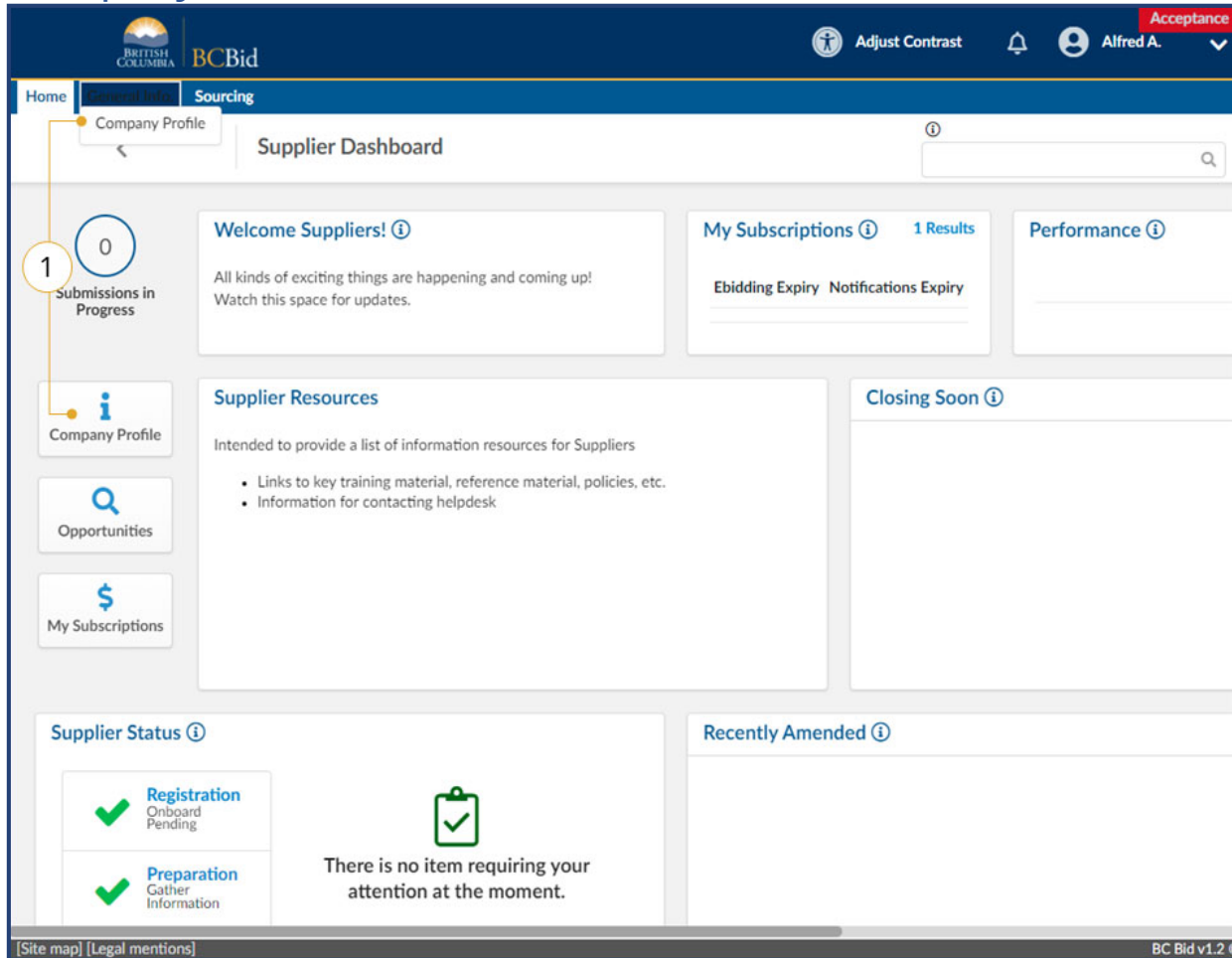


- f. Check the **Supplier Status** area to review any items that may require attention.
- g. Review the **Recently Amended** list to view opportunities of interest that have been recently amended.
- h. This icon has shifted to now be located in the top right hand corner of the page. Adjust contrast here.

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



The screenshot displays the BC Bid Supplier Dashboard. The top navigation bar includes the BC Bid logo, user name 'Alfred A.', and a dropdown menu. The main menu on the left has 'Home', 'General Info', and 'Sourcing'. Under 'General Info', 'Company Profile' is highlighted with a red circle and a '1' in a circle, indicating one submission in progress. The dashboard content includes a 'Welcome Suppliers!' message, 'My Subscriptions' (1 Results), 'Performance', 'Supplier Resources', 'Closing Soon', 'Supplier Status' (Registration Onboard Pending, Preparation Gather Information), and 'Recently Amended'.

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 'Acceptance' badge is located in the top right corner. A blue button labeled 'Create a change request' is highlighted with a yellow circle and the number '3'. A 'Save' button is also visible. The page footer includes '[Site map] [Legal mentions]' and 'BC Bid v1.2'.

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 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' (marked with a '2') and 'My Subscriptions' (marked with a '1'). 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 search bar is located at the top right. The user 'Alfred A.' is logged in, and the 'Acceptance' status is visible in the top right corner.

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.

The screenshot displays the 'Company Info' page in the BC Bid system. The left-hand navigation menu is visible, with 'Subscriptions' highlighted and circled with a '3'. The main content area is divided into two sections: 'Company' and 'Address'.

Company Information:

- Legal Name: Alligator, Alfred
- Doing Business as Name: Sample Company A
- Website: (empty field)
- Legal Structure: Proprietorship (SP)
- Year Founded: 2022
- Company Size: Small (Less than 50 employees)

Address Information:

- Address Label: (empty field)
- Office Street Address: 720 Douglas St
- Mailing Address (if different): (empty field)
- City: Victoria
- Postal / Zip Code: V8W 3M7
- State/Province: British Columbia
- Country: CANADA

The 'Address' section also includes a map showing the location of the company in Victoria, BC. The map shows the Royal BC Museum and surrounding streets like Douglas St and Government St.

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

The screenshot displays the 'Manage Subscriptions' page in the BC Bid system. The page title is 'Company Info' and the breadcrumb is 'Sourcing'. The left sidebar contains navigation options: Company Information, Contacts, Subscriptions (selected), Documents & Certs., Additional Information, Change Log, and Sites. The main content area has a 'Save' button circled with a '6' and a 'Create a change request' button. Below this is the 'Manage Subscriptions' section, which includes instructions and a table of subscriptions. The table has columns for Contact First Name, Contact Last Name, Email, Account Activated, E-bidding Subscription not allowed, E-bidding Subscription Expiry, Notifications Subscription Expiry, and Commodities. The 'E-bidding Subscription not allowed' checkbox for the 'Ali' contact is circled with a '5'. Below the table, the text '3 Result(s) Result(s)' is circled with a '4'. The footer contains '[Site map] [Legal mentions]' and 'BC Bid v1.2 ©'.

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"/>			

- 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.

- 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'. 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' (with 'Registration Onboard Pending' and 'Preparation Gather Information' both marked with green checkmarks), and 'Recently Amended'. A circled '1' points to the user profile 'Alfred A.' in the top right corner.

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 BCBid Supplier Admin interface. The left-hand menu has 'Contacts' circled with a '3'. The main content area shows the 'Internal Contacts' table. The 'Save' button is circled with a '6'. The 'Supplier admin' checkbox for the 'Antelope Anita' contact is circled with a '4/5'.

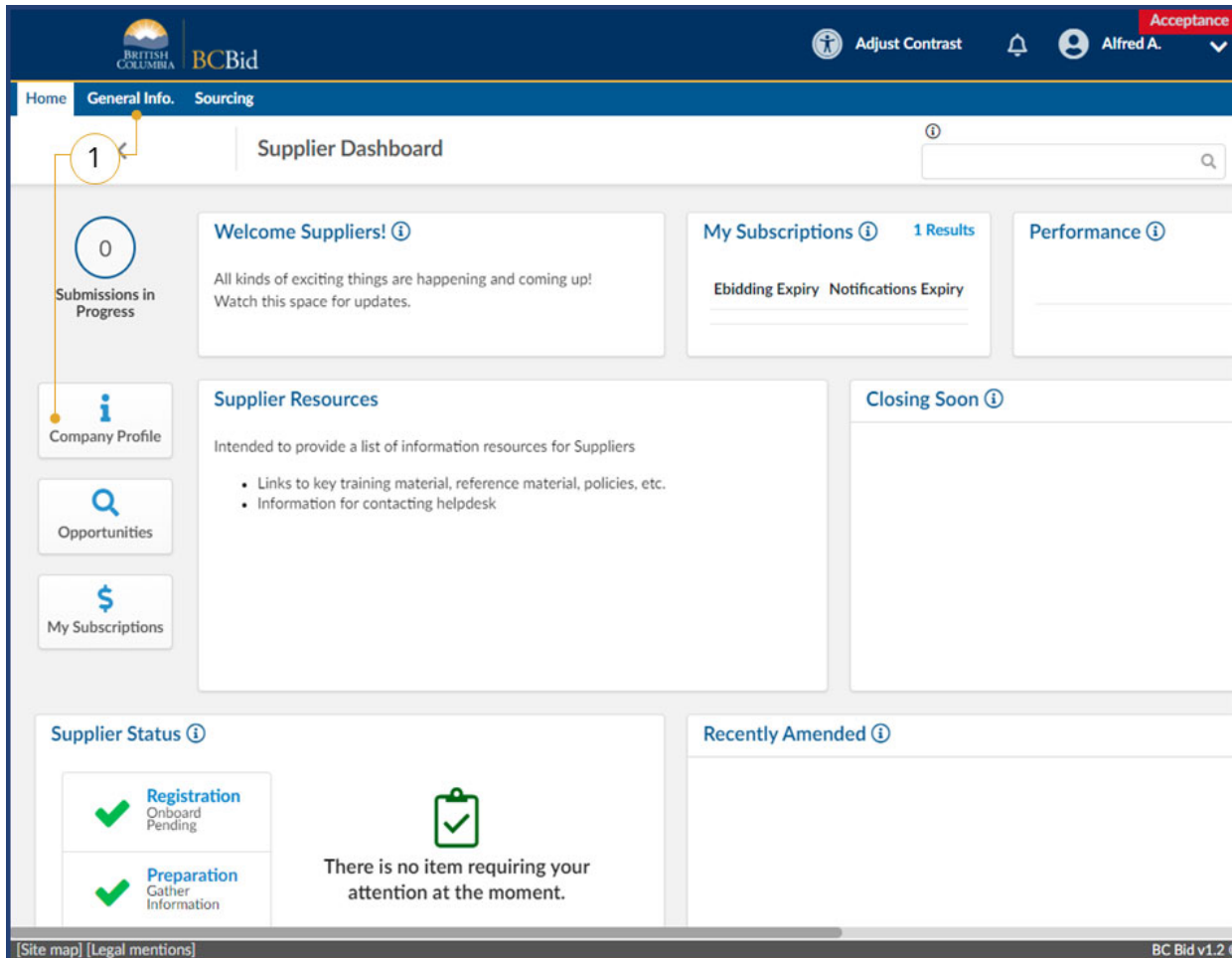
Contact	Position	Role	Email
Alligator Alfred	General Manager	<input checked="" type="checkbox"/> Supplier admin	alfred@sampleA.com
Alligator Ali	Accounting	<input type="checkbox"/> Supplier admin	ali@sampleA.com
Antelope Anita	Sales	<input type="checkbox"/> Supplier admin	anita@sampleA.com

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 shows the BC Bid Supplier Dashboard. At the top, there is a navigation bar with 'Home', 'General Info.', and 'Sourcing'. The 'General Info.' menu item is highlighted with a blue bar and a circled '1' with an arrow pointing to it. Below the navigation bar, the dashboard contains 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' link is 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 'Company Info' page in the BC Bid system. The left-hand navigation menu includes '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 the 'Internal Contacts' table, which lists three contacts: Alligator Alfred (General Manager, Supplier admin), Alligator Ali (Accounting, Supplier admin), and Antelope Anita (Sales, Supplier admin). The pencil icon next to the 'Antelope Anita' contact is circled with a '3'. The table has columns for Contact, Position, Role, and Email. The 'Supplier Admin' role is checked for Alfred and Ali, and unchecked for Anita. The page also includes a 'Save' button and a 'Create a change request' button at the top of the content area.

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 is logged in as 'Alfred A.' with an 'Acceptance' status. The page title is 'Supplier contact management : Anita ANTELOPE'. A 'Save' button is highlighted with a circled '5'. The form contains the following sections:

- Identity**
 - Contact First Name*: Anita
 - Contact Last Name*: Antelope
 - Email*: anita@sampleA.com
 - Position: Sales
 - Supplier Legal Name: Alligator, Alfred
 - Supplier DBA: (empty)
- Phone**
 - Phone: (empty)
 - Cell Phone: (empty)
 - Fax: (empty)
- Last Connection**
 - Last Connection: 2022-03-09 at 1:21 PM with IP address:

A circled '4' is positioned to the right of the form, indicating the area for editing fields. At the bottom, there is a map section with 'Map' and 'Satellite' options, and a 'BC Bid v1.2' footer.

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

Remove User

The screenshot displays the BC Bid Supplier Dashboard. At the top, the navigation bar includes 'Home', 'General Info.', and 'Sourcing'. The 'General Info.' tab is selected. A search bar is located at the top right. The main content area is divided into several sections: '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.' with a green checkmark icon. A red 'Acceptance' button is visible in the top right corner. A yellow circle with the number '1' highlights the user profile icon in the top right navigation bar. A yellow circle with the number '2' highlights the 'Company Profile' link in the left sidebar. A yellow circle with the number '0' highlights the 'Submissions in Progress' widget.

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**.

The screenshot displays the 'Manage Subscriptions' page in the BC Bid system. The left-hand navigation menu is visible, with 'Subscriptions' selected and marked with a circled '3'. The main content area shows a 'Save' button marked with a circled '5' and a 'Create a change request' button. Below this is a table titled 'Manage Subscriptions' 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"/>			
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"/>			

At the bottom of the table, there is a summary row: '3 Result(s) Result(s)' with a gear icon to its right, marked with a circled '4'. The footer of the page includes '[Site map] [Legal mentions]' on the left and 'BC Bid v1.2 ©' on the right.

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

Table of Contents

- Signing up - first time subscriptions
- Renewing a subscription
- Updating subscriptions to notifications
- Removing an e-Bidding subscription

Subscription Type

Suppliers who have registered for BC Bid but have not subscribed for any of the paid services can submit their bids by email or hard copy, if permitted in the opportunity. Subscriptions are recommended to save time and costs for suppliers.

In addition, BC Timber Sales (BCTS) suppliers do not pay for e-Bidding. Upon registration, those subscriptions will be enabled by the BC Bid Help Desk.

There are two types of subscriptions:

- **e-Bidding - \$150 annually**
e-Bidding enables suppliers to submit electronic bid responses within the application.
- **Notifications - \$100 annually**
Notifications enable suppliers to select the commodity codes they are interested in and receive notifications when opportunities matching the selected commodity codes are posted in BC Bid.

Note: Individual users set up and pay for their own subscriptions. The Supplier Admin can also pay for subscriptions for each user. Subscriptions are renewed on an annual basis.

Subscriptions to e-Bidding and notifications begin on the date of registration and remain active for one year. Renewals are not automatic, and subscriptions will expire if not renewed. Renewal reminders are sent to the subscriber's contact email address one month before the expiry date, seven days before the expiry date, and on the date of expiry. To renew a subscription, suppliers must log in to BC Bid, select Renew, and complete payment.

Signing Up – First Time Subscriptions

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.' menu is highlighted with a red circle and the number '1'. Below the navigation bar, the dashboard is divided into several sections. On the left, there is a sidebar with 'Company Profile', 'Opportunities', and 'My Subscriptions'. The 'My Subscriptions' item is highlighted with a red circle and the letter 'a'. The main content area includes a 'Welcome Suppliers!' message, a 'My Subscriptions' section with '1 Results', a 'Supplier Resources' section, a 'Closing Soon' section, a 'Supplier Status' section with 'Registration Onboard Pending' and 'Preparation Gather Information', and a 'Recently Amended' section. The bottom of the dashboard shows '[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](#)



[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.

The screenshot displays the BCBid Supplier Guide interface. The top navigation bar includes the BCBid logo, user name 'Alfred A.', and 'Acceptance' status. The left-hand menu is visible, with 'Subscriptions' highlighted by a circled '2'. The main content area is titled 'Company Info' and 'Manage Subscriptions'. It 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"/>			
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"/>			

The table shows 3 results. A circled '3' highlights the first row of the table.

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.

Manage Subscriptions for a Contact

Save **b**

Manage Subscriptions

Contact First Name: Alfred
Contact Last Name: Alligator
Email: alfred@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: /year + tax **Add to Cart** **4**

Subscribed Commodities: **a**

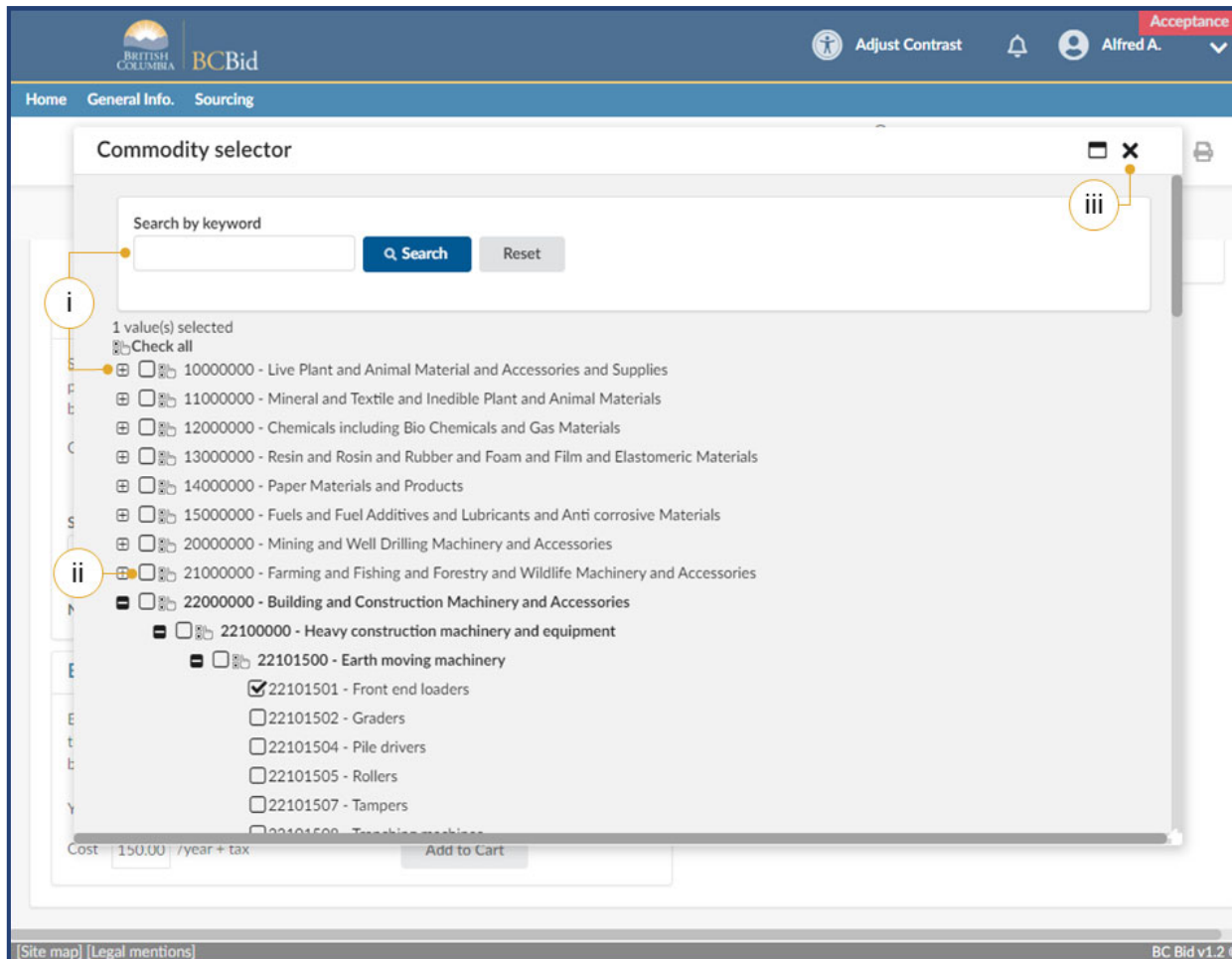
Note: After selecting commodity codes, click on 'Save' to save your selections.

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

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.

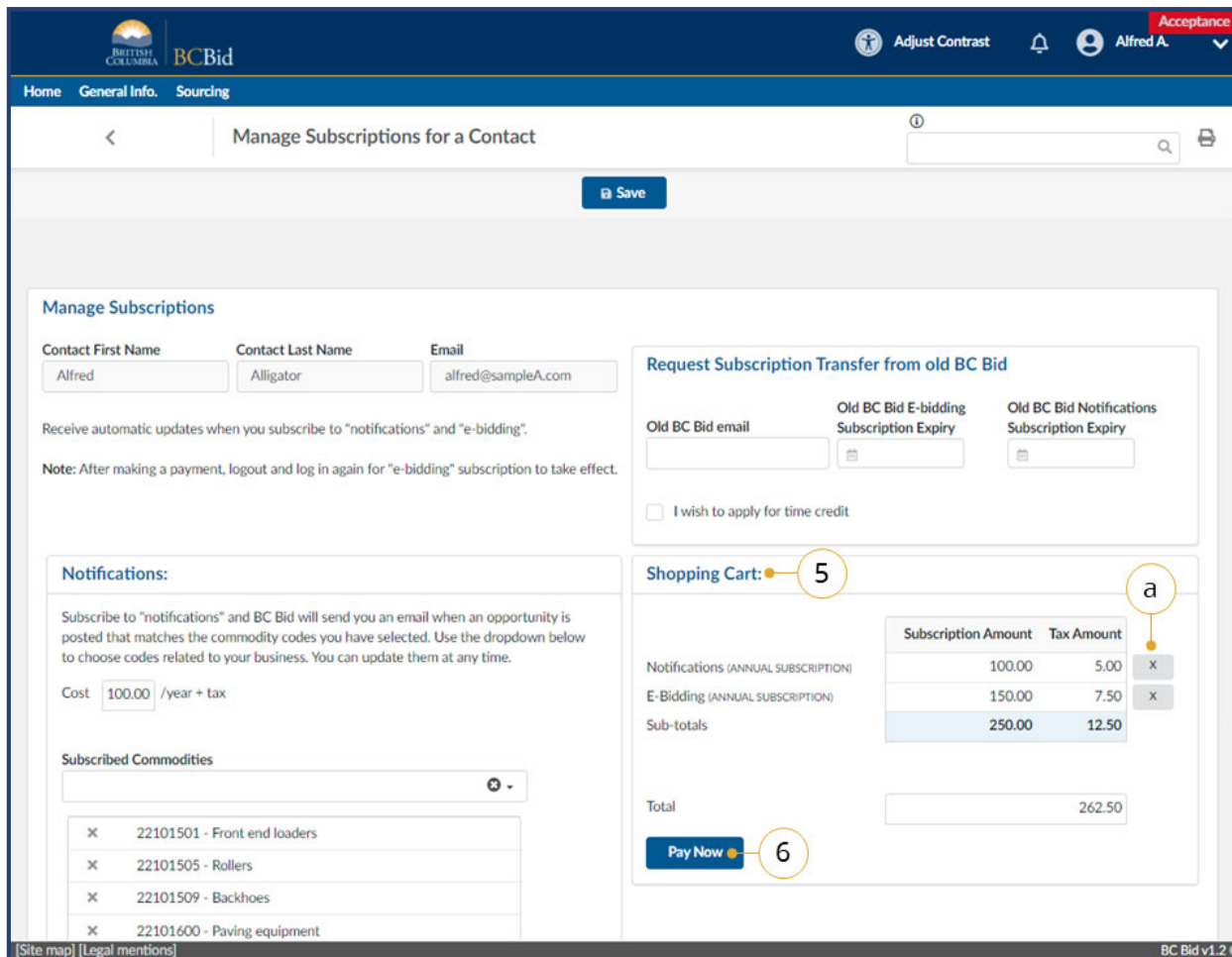


Additional commodities can be added later, see [Editing a Subscription](#) below.



- 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.



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.

Card ▼		
VISA ▼		
Card number		
01 ▼	2025 ▼	Card cvd
Name		
Email		
+1 ▼	Phone number	
<input checked="" type="radio"/> Mobile	<input type="radio"/> Home	<input type="radio"/> Work
Address line 1		Address line 2
City		Postal/zip code
British Columbia ▼	Canada ▼	
<div style="background-color: black; color: white; border-radius: 15px; padding: 10px; display: inline-block; margin: 10px 0;">Pay now</div> <div style="background-color: #ccc; border-radius: 15px; padding: 10px; display: inline-block; margin: 10px 0;">Cancel</div>		
Visa, Mastercard, Amex and INTERAC Online are accepted.		

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

The screenshot shows the 'Manage Subscriptions for a Contact' page. At the top, there's a navigation bar with 'Home', 'General Info.', and 'Sourcing'. The page title is 'Manage Subscriptions for a Contact' with a circled '9'. Below the title is a 'Save' button. The main content area is divided into several sections:

- Manage Subscriptions:** Includes fields for 'Contact First Name' (Alfred), 'Contact Last Name' (Alligator), and 'Email' (alfred@sampleA.com). Below these are instructions to receive automatic updates and a note about logging out and back in after payment.
- Request Subscription Transfer from old BC Bid:** Includes 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:** Includes a section for 'Your Subscription expires on' with a date of 2023-03-10 circled in orange and labeled 'b'. Below this is a 'Subscribed Commodities' section with a dropdown menu showing '22101501 - Front end loaders'.
- Payment Result Details:** Circled in orange and labeled 'a'. It contains a table of payment information:

Date	2022-03-10	Transaction Type	Purchase
Card Type	V	Amount	262.50
Invoice Number	699879477		
Card Number	XXXXXXXXXXXXXXXXXX		
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 displays the 'Manage Subscriptions' interface. At the top, there are navigation tabs for 'Home', 'General Info.', and 'Sourcing'. Below these are buttons for 'Save' and 'Create a change request'. The main content area includes a 'Manage Subscriptions' section with a table of subscription data. A yellow callout circle with the number '10' points to the 'E-bidding Subscription Expiry' column in the first row of 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"/>			

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 main content area is titled 'Supplier Dashboard' and contains several widgets: 'Welcome Suppliers!', 'My Subscriptions' (with 1 Result), 'Performance', 'Supplier Resources', 'Closing Soon', 'Supplier Status', and 'Recently Amended'. The 'My Subscriptions' widget is highlighted with a circled 'a'. The 'Supplier Status' widget 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 a footer with '[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.



[How to Manage Subscriptions](#)



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

Company Info

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.

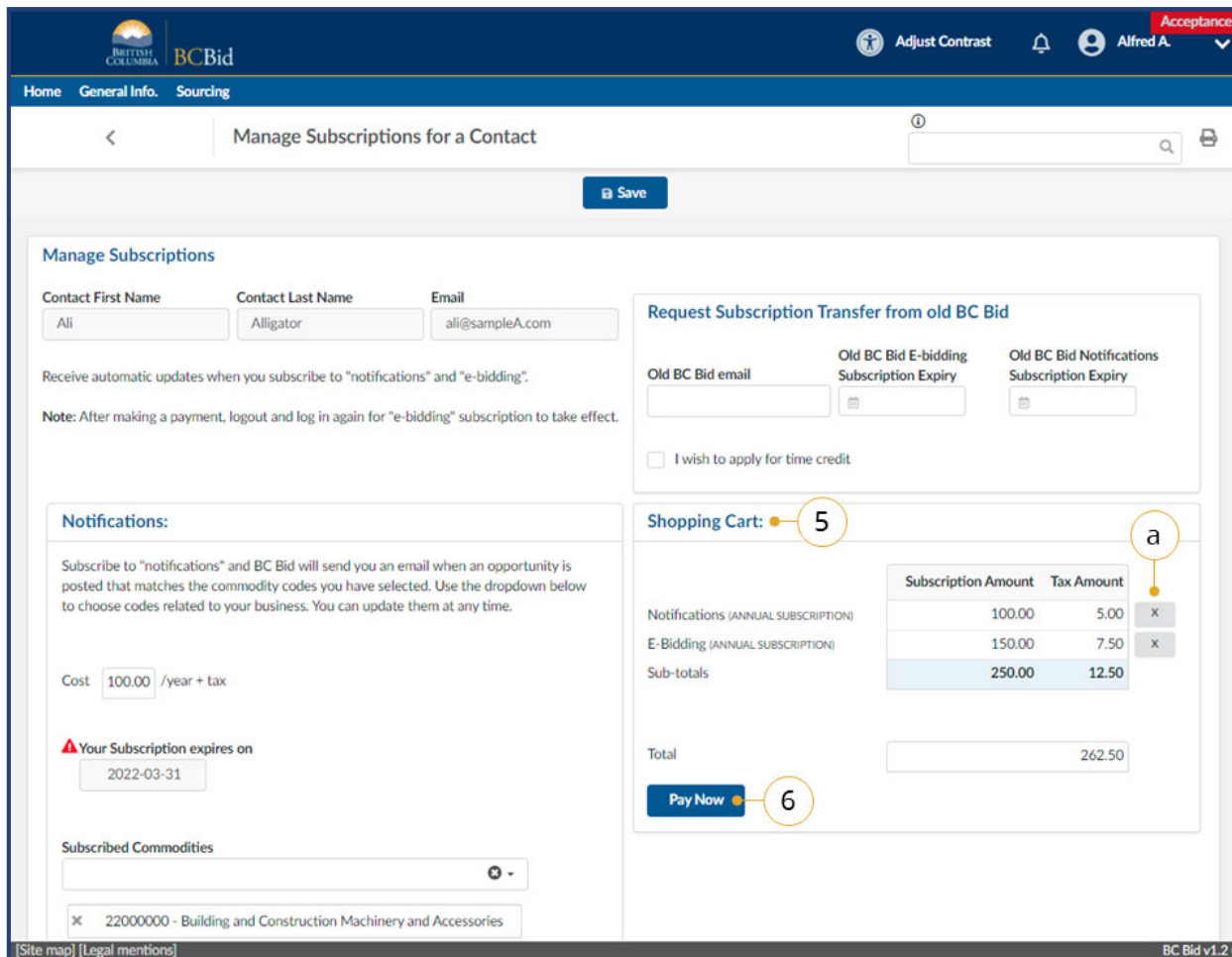
Contact First Name	Contact Last Name	Email	Account Activated	E-bidding Subscription not allowed	E-bidding Subscription Expiry	Notifications Subscription Expiry	Commodities
Alfred	Alligator	alfred@sampleA.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2022-03-31	2022-03-31	<ul style="list-style-type: none">22101501 - Front end loaders22101505 - Rollers22101509 - 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"/>			

3 Result(s) Result(s)

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 'Note: After making a payment, logout and log in again for "e-bidding" subscription to take effect.' To the right, there is 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', along with a checkbox for 'I wish to apply for time credit'. The 'Notifications' section includes a description, a 'Cost' field (100.00 /year + tax), a 'Renew Now' button circled with a '4', and a warning 'Your Subscription expires on 2022-03-31'. At the bottom, there is a 'Subscribed Commodities' dropdown menu circled with an 'a', showing a selected 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

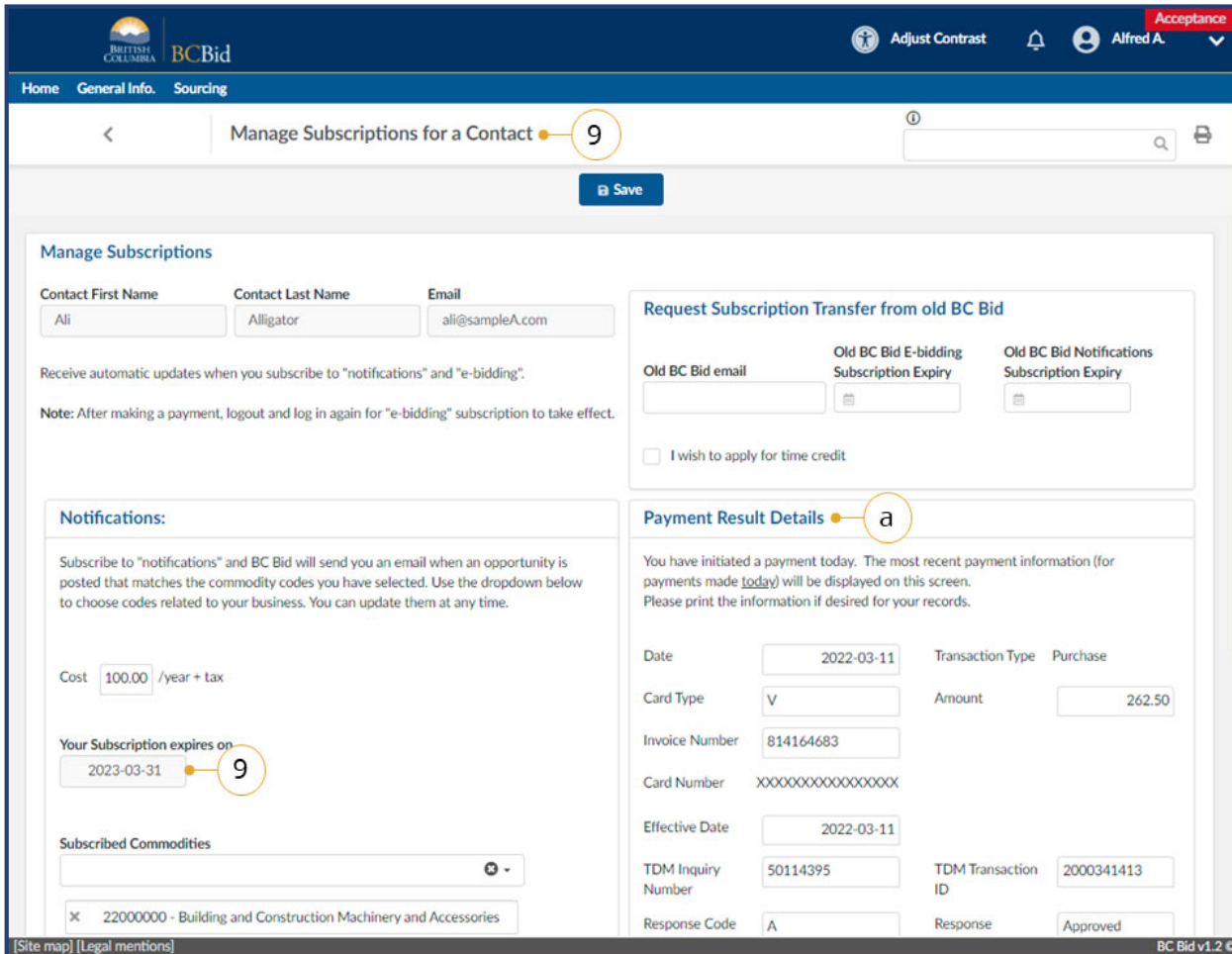
Invoice/Order Number: 2000341413
 Amount: \$262.50 CAD
 Payment Method: Card
 Card Type: VISA
 Card Number:
 Expiration Date: 01 / 2022
 Card CVD: [What's this?](#)

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



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. It includes a sidebar with navigation options like 'Company Information', 'Contacts', 'Subscriptions', 'Documents & Certs.', 'Additional Information', 'Change Log', and 'Sites'. The main content area features a 'Manage Subscriptions' section with a table of active subscriptions. A callout box with the number '10' highlights the 'E-bidding Subscription Expiry' column for the contact 'Anita'.

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"/>	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"/>			

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 highlighted with a circled '1' and an arrow pointing to the 'Company Profile' link in the left sidebar. The 'My Subscriptions' link in the sidebar is highlighted with a circled 'a' and an arrow. 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 central 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 displays the BCBid web application interface. At the top, there is a navigation bar with 'Home', 'General Info', and 'Sourcing' tabs. The user is logged in as 'Alfred A.' with an 'Acceptance' status. The main content area is titled 'Company Info' and contains a 'Manage Subscriptions' section. A left-hand menu is visible, with 'Subscriptions' highlighted and circled with a '2'. Below the menu, there are buttons for 'Save' and 'Create a change request'. The 'Manage Subscriptions' section includes a table with columns for 'Contact First Name', 'Contact Last Name', 'Email', 'Account Activated', 'E-bidding Subscription not allowed', 'E-bidding Subscription Expiry', 'Notifications Subscription Expiry', and 'Commodities'. The table lists three contacts: Alfred, Ali, and Anita. A pencil icon next to the first row is circled with a '3'. The footer of the page includes '[Site map] [Legal mentions]' and 'BC Bid v1.2 ©'.

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 loaders22101505 - Rollers22101509 - 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"/>			

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

Manage Subscriptions for a Contact

6 Save

Manage Subscriptions

Contact First Name: Alfred
Contact Last Name: Alligator
Email: alfred@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: /year + tax Renew Now

⚠ Your Subscription expires on

Subscribed Commodities

5 X
 X
4

[Site map] [Legal mentions] 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

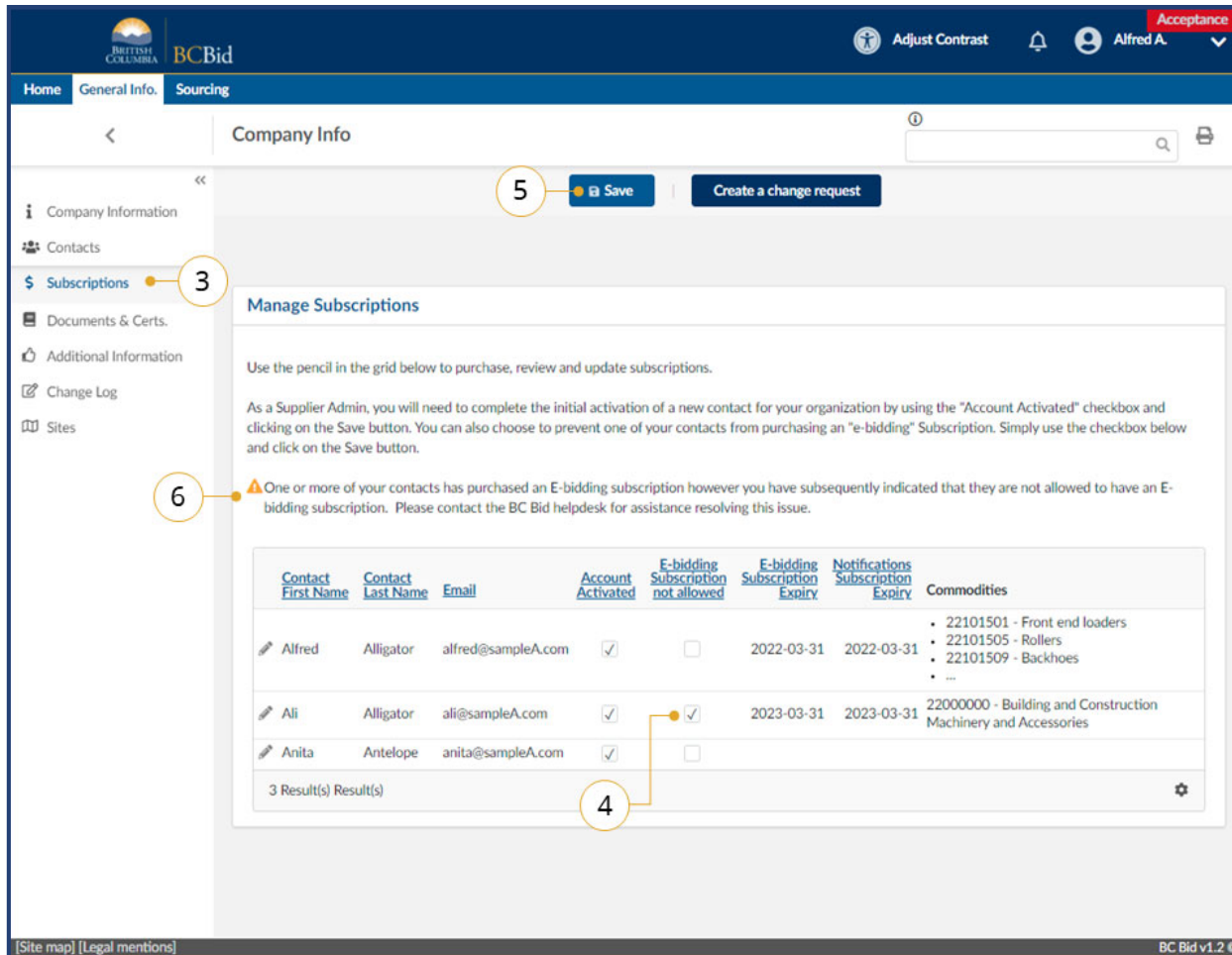
The screenshot shows the BC Bid Supplier Dashboard. At the top right, the user is logged in as Alfred A. with a dropdown arrow. A red 'Acceptance' banner is visible. The main navigation bar includes 'Home', 'General Info.', and 'Sourcing'. A search bar is located on the right. The dashboard content includes:

- Submissions in Progress:** A circular icon with the number '0'.
- Welcome Suppliers!:** A message box stating 'All kinds of exciting things are happening and coming up! Watch this space for updates.'
- My Subscriptions:** A section with '1 Results' and sub-sections for 'Ebidding Expiry' and 'Notifications Expiry'.
- Performance:** A section with a circular icon and an information symbol.
- Supplier Resources:** A section with an information symbol and a list of links to training material, reference material, policies, and helpdesk information.
- Closing Soon:** A section with an information symbol.
- Supplier Status:** A section with two status indicators: 'Registration Onboard Pending' (with a green checkmark) and 'Preparation Gather Information' (with a green checkmark). A central message states 'There is no item requiring your attention at the moment.' with a green checkmark icon.
- Recently Amended:** A section with an information symbol.

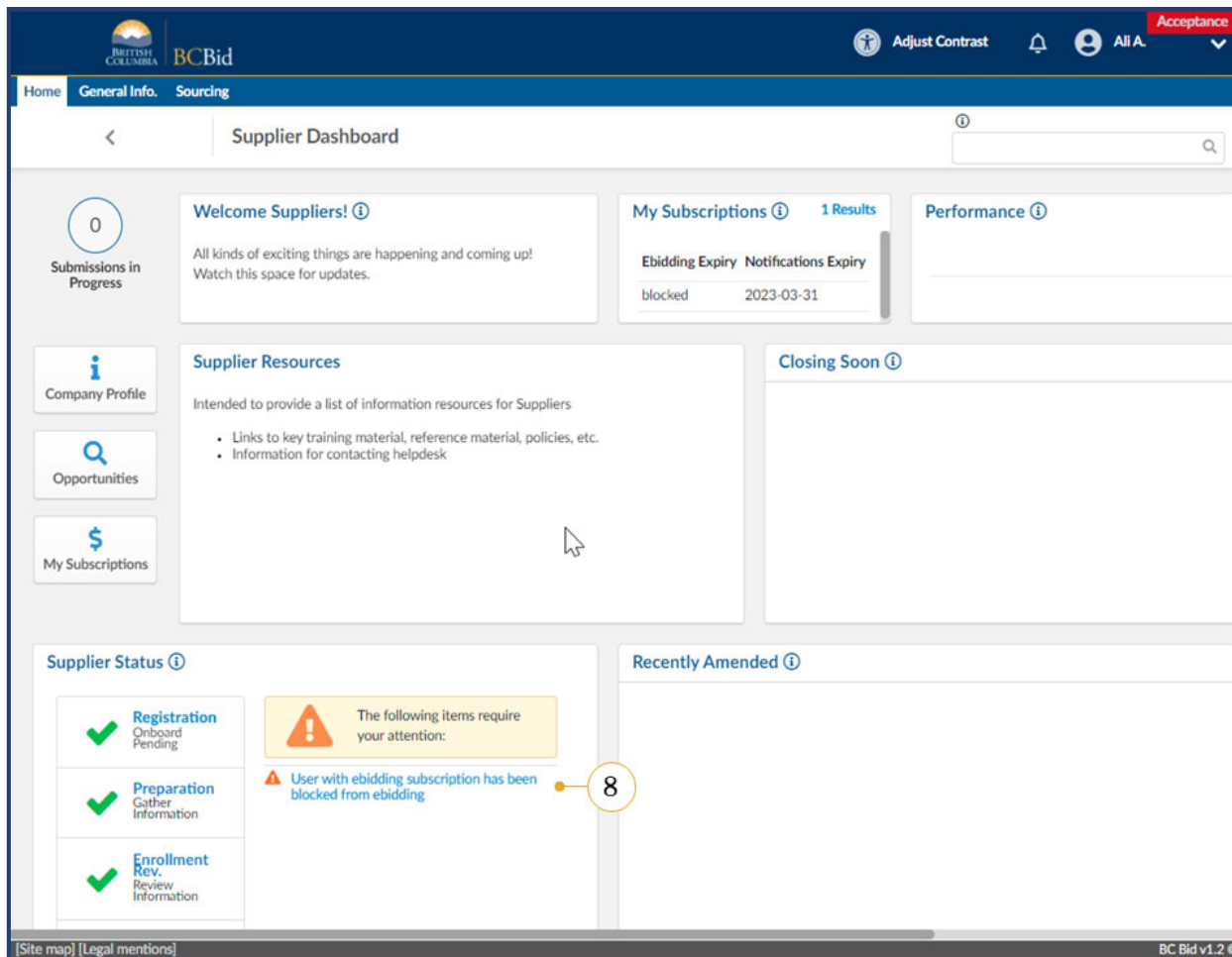
Callout 1 points to the user profile dropdown arrow. Callout 2 points to the 'General Info.' menu item.

[Site map] [Legal mentions] 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 'Home', 'General Info.', and 'Sourcing' tabs. The 'General Info.' tab is active. A callout box with the number '1' points to the 'Company Profile' link in the left-hand navigation menu. The main content area is titled 'Supplier Dashboard' and includes several sections: 'Welcome Suppliers!' with a message about updates; 'My Subscriptions' showing '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'.

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 indicator. Below the navigation bar, the 'Sourcing' tab is active, and the 'Company Info' page is shown. On the left-hand side, a vertical menu lists various options: 'Company Information', 'Contacts', 'Subscriptions', 'Documents & Certs.', 'Additional Information', 'Change Log', and 'Sites'. The 'Documents & Certs.' option is highlighted with a yellow circle and the number '2'. The main content area is titled 'Company Info' and features a search bar and a 'Create a change request' button. Below this, there are three sections: 'Legal Documents', 'Certifications', and 'Other Documents'. Each section has an 'Add' button (e.g., 'Add Legal Documents', 'Add Certifications', 'Add Other Documents') and a result count of '0 Result(s) Result(s)'. The 'Add' buttons are highlighted with yellow circles and labeled '3a', '3b', and '3c' respectively. At the bottom of the page, there are links for '[Site map]' and '[Legal mentions]', and a version number '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 shows the 'Company Info' page in the BCBid system. It features a search bar and a table of 'Legal Documents'. The table includes columns for 'Att.', 'Document Type', 'Document Name', 'Begin Date', 'Expiration Date', 'Owner', 'Status', and 'Valid'. A single document is listed: 'Certificate of Insurance.docx' (Certificate of Insurance) for 'Sample A Company Insurance', with a begin date of 2022-02-01 and an expiration date of 2023-01-30, owned by 'Alfred Alligator'. The 'Status' column shows a red 'x' icon, and the 'Valid' column shows a green circle icon. Callout 'a' points to the status icon, and callout 'b' points to the valid icon.

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	●

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 'Company Info' page in the BCBid system. The page is divided into a left sidebar with navigation options: 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 three sections for document management: '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 in yellow with the number '1' next to it, indicating the step to be followed. The top of the page shows the BCBid logo, user profile 'Alfred A.', and a red 'Acceptance' notification.

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.

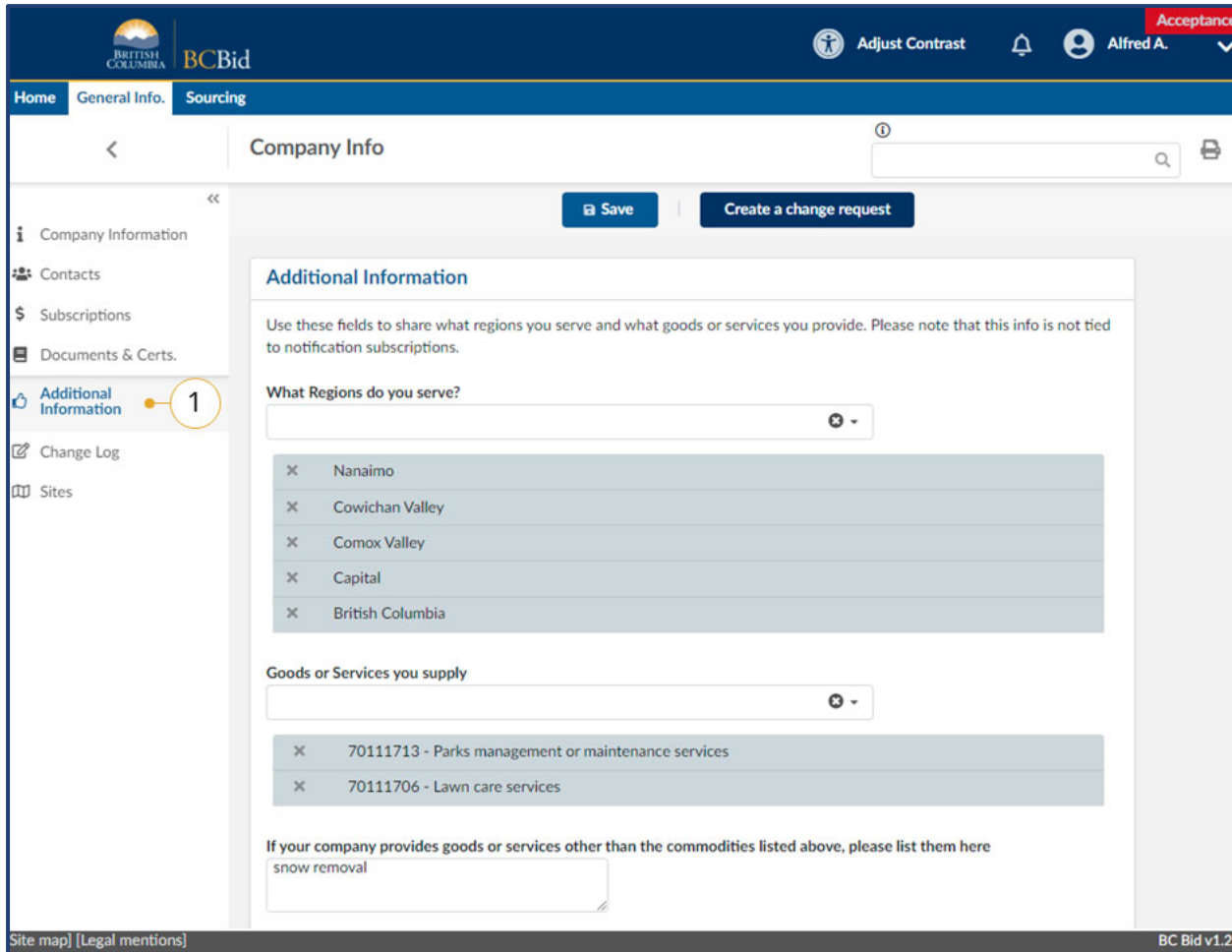
The screenshot shows the 'Company Info' page in the BC Bid system. The page has a navigation menu on the left with options like 'Company Information', 'Contacts', 'Subscriptions', 'Documents & Certs.', 'Additional Information', 'Change Log', and 'Sites'. The main content area is titled 'Company Info' and includes a search bar and a table of 'Legal Documents'. The table has columns for 'Att.', 'Document Type', 'Document Name', 'Begin Date', 'Expiration Date', 'Owner', 'Status', and 'Valid'. One document is listed: 'Certificate of Insurance.docx' with a status of 'X' (red) and a valid status of '●' (green). A circled '4' points to the 'Status' column header.

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	●

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. 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.

The screenshot displays the BC Bid Supplier Dashboard. At the top, there is a navigation bar with the BC Bid logo, user profile 'Alfred A.', and 'Acceptance' status. Below the navigation bar, the 'Supplier Dashboard' title is visible. A search bar is located in the top right corner. The main content area is divided into several sections: 'Welcome Suppliers!' with a message about updates, 'My Subscriptions' showing '1 Results', 'Performance', 'Supplier Resources' with a list of links, 'Closing Soon', 'Supplier Status' with 'Registration Onboard Pending' and 'Preparation Gather Information', and 'Recently Amended'. A sidebar on the left contains icons for 'Submissions in Progress' (0), 'Company Profile', 'Opportunities', and 'My Subscriptions'. A red circle with the number '1' highlights the 'Company Profile' icon in the sidebar. At the bottom, there are links for '[Site map]' and '[Legal mentions]', and the version 'BC Bid v1.2 ©'.

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' link is highlighted with a yellow circle and the number 2. The main content area shows a table of change requests with the following data:

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

The table has a 'Cancel' button next to the first row, highlighted with a yellow circle and the number 5. The 'Change Log' link in the table header is highlighted with a yellow circle and the number 1. The 'Status' column header is highlighted with a yellow circle and the number 4. The 'Created on' column header is highlighted with a yellow circle and the number 3. The 'Change Log' link in the left-hand menu is highlighted with a yellow circle and the number 2.

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, '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' button 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 'Acceptance' button, 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**.

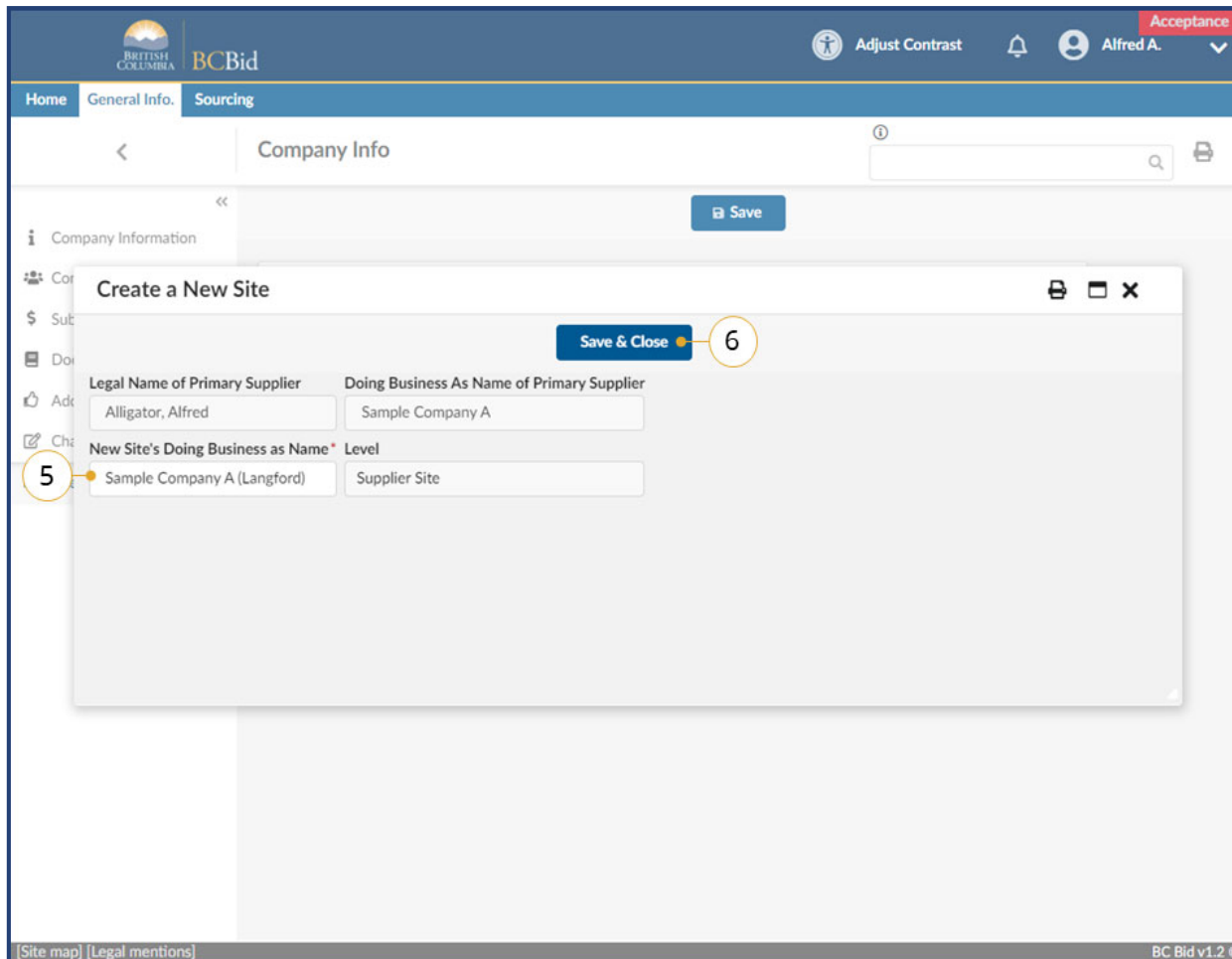


[How to Manage Additional Sites](#)

The screenshot displays the 'Company Info' page in the BC Bid system. The left-hand navigation menu is visible, with 'Sites' selected and marked with a circled '3'. The main content area is titled 'Sites' and contains a 'Create a new site' button, which is circled with a '4'. Below this button is a note: 'NOTE: After creating a new site, logout and log back in to view and access the site.' A table lists the existing sites, with columns for 'Legal Name', 'Doing Business as Name', 'Levels related with the supplier', and 'Email'. The table shows one result for 'Alligator, Alfred' under 'Sample Company A'. At the bottom of the page, there are links for '[Site map]' and '[Legal mentions]', and a version number 'BC Bid v1.2 ©'.

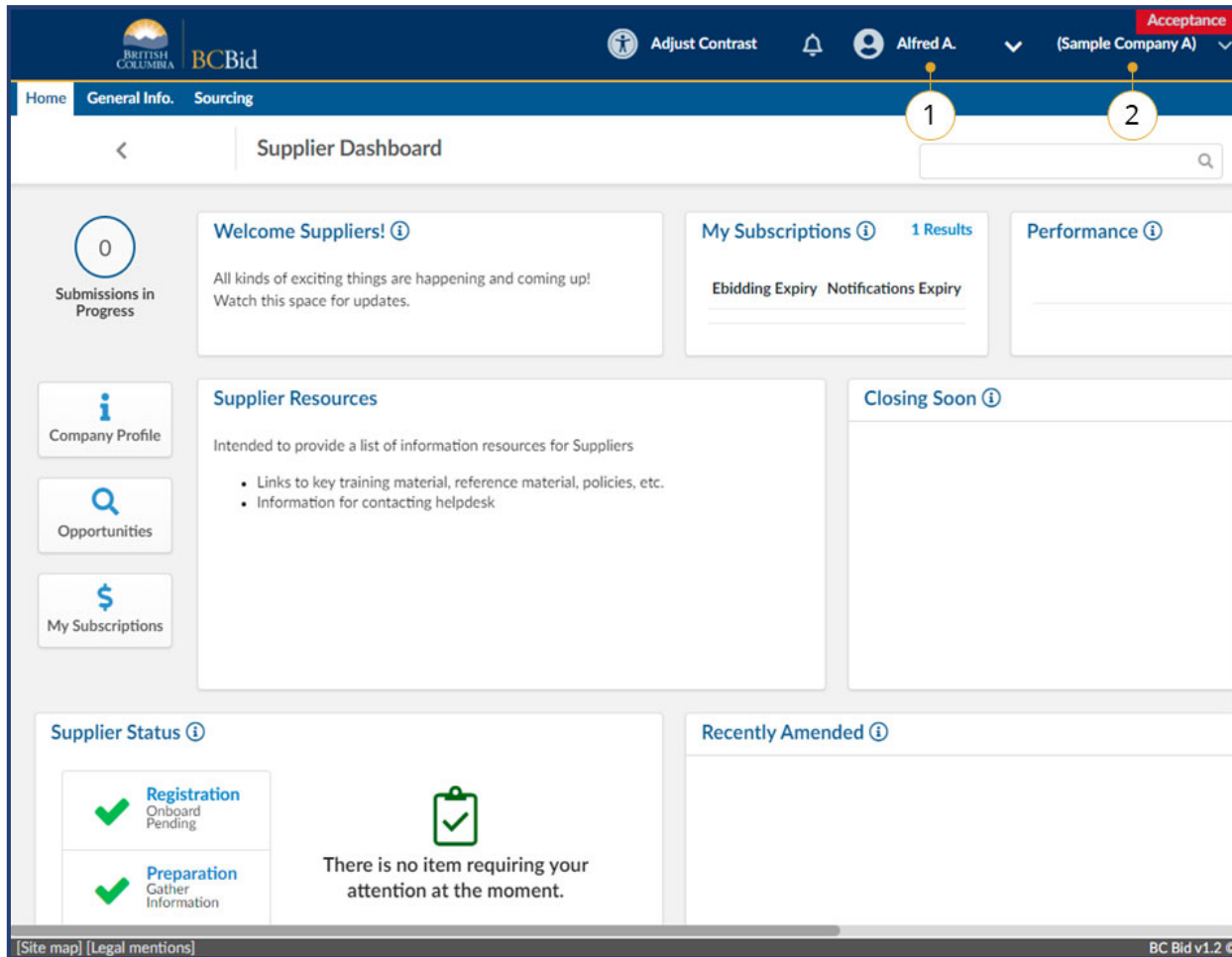
Legal Name	Doing Business as Name	Levels related with the supplier	Email
Alligator, Alfred	Sample Company A	<ul style="list-style-type: none"> Supplier Group Supplier Head-office 	<ul style="list-style-type: none"> alfred@sampleA.com ali@sampleA.com anita@sampleA.com

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

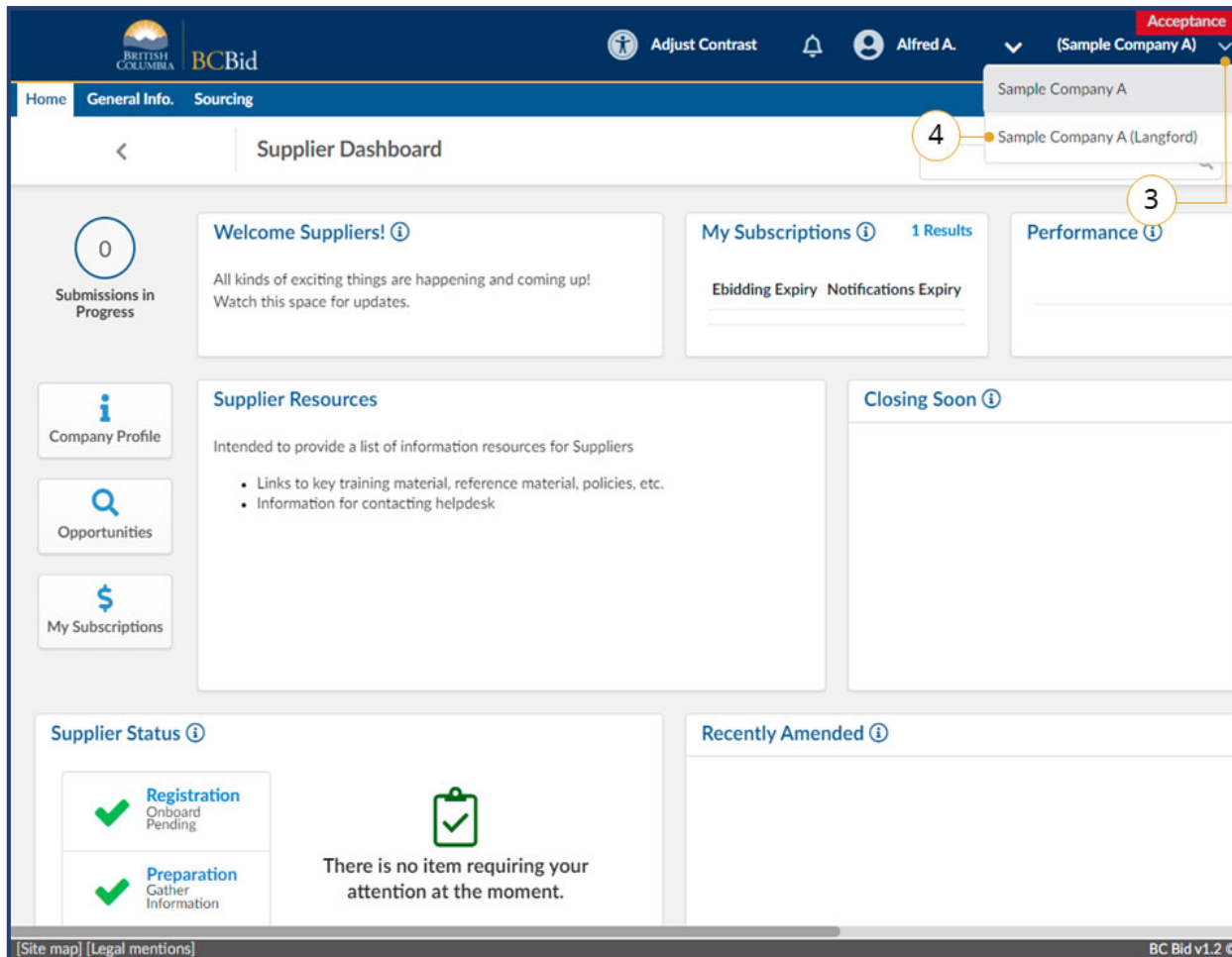


5. In the dialog window, in **New Site's Doing Business as Name** text box, enter the name of the new site.
6. Click **Save & Close**.
7. Log out of BC Bid.

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.



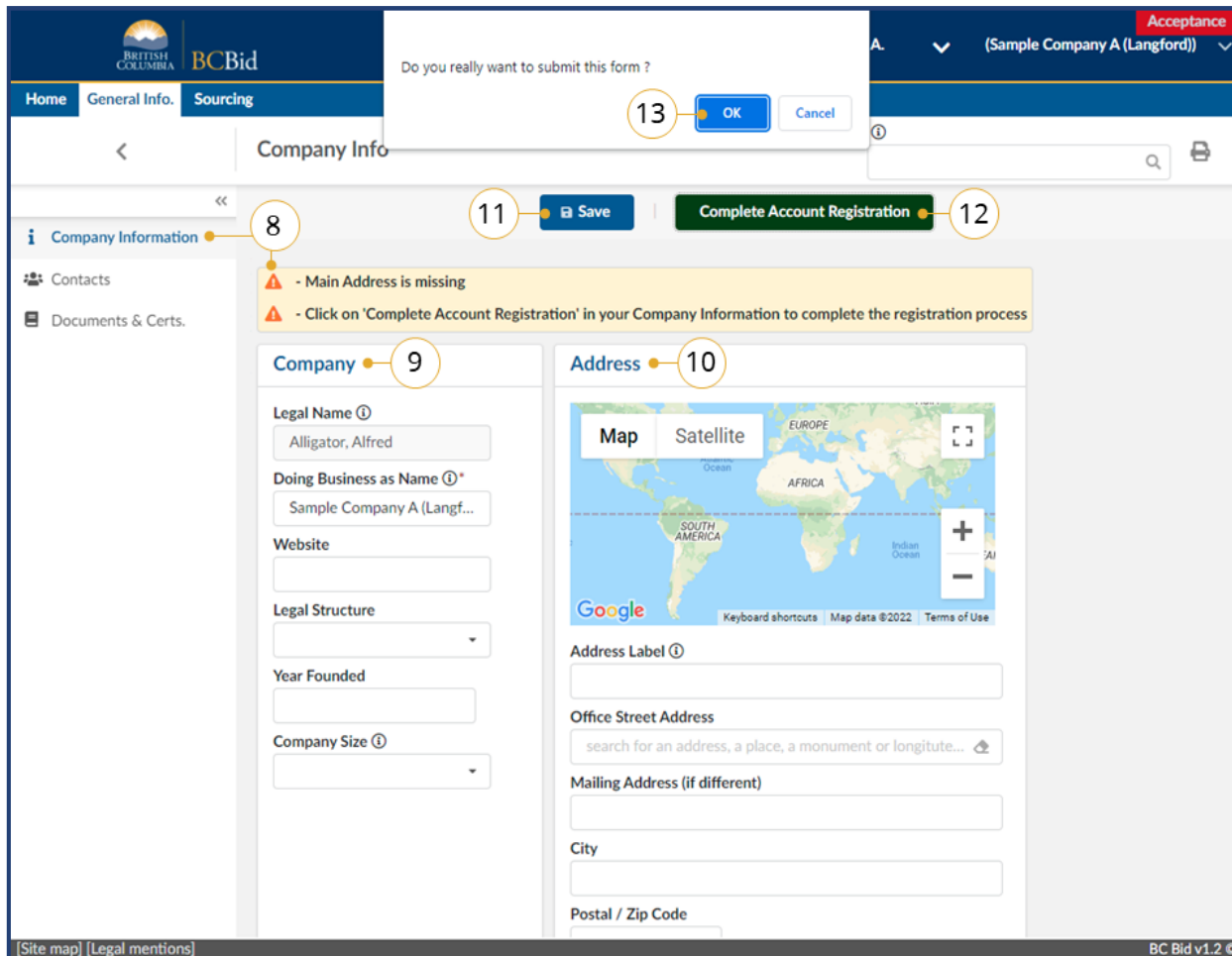
3. Click on the down arrow to display other sites.
4. Click on the name of the second (recently added site) site.

The screenshot shows the BC Bid Supplier Dashboard. At the top right, the user is logged in as Alfred A. and is viewing the dashboard for Sample Company A (Langford). A notification banner at the top states "You're now logged on behalf of the supplier Sample Company A (Langford)".

Callout 5 points to the notification banner. Callout 6 points to the "Supplier Status" section, which shows "Registration Onboard Pending" and a warning message: "The following items require your attention: Click on 'Complete Account Registration' in". Callout 7 points to the "Supplier Resources" section, which includes links for "Company Profile", "Opportunities", and "My Subscriptions".

Other sections visible include "Welcome Suppliers!", "My Subscriptions" (1 Results), "Performance", and "Closing Soon".

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.

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.

The screenshot displays the BC Bid Supplier Dashboard. At the top, there is a navigation bar with 'Home', 'General Info.', and 'Sourcing' tabs. The user is logged in as Alfred A. (Sample Company A (Langford)). The dashboard features several sections: 'Welcome Suppliers!' with a message about updates; 'My Subscriptions' showing 1 result; 'Performance'; 'Supplier Resources' with links to training and helpdesk; 'Closing Soon'; 'Supplier Status' (highlighted with a red circle and the number 16) showing 'Registration Onboard Pending' and 'Preparation Gather Information' with green checkmarks; and 'Recently Amended'. A message in the 'Supplier Status' section states 'There 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

The screenshot shows the BC Bid Supplier Dashboard. At the top, there is a navigation bar with the BC Bid logo, user name 'Alfred A.', and a dropdown menu for 'Sample Company A (Langford)'. A red 'Acceptance' badge is visible in the top right. Below the navigation bar, the dashboard is divided into several sections. A search bar is located at the top right. 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 name 'Alfred A.', '2' points to the site dropdown menu, and '3' points to the 'Company Profile' icon in the left sidebar.

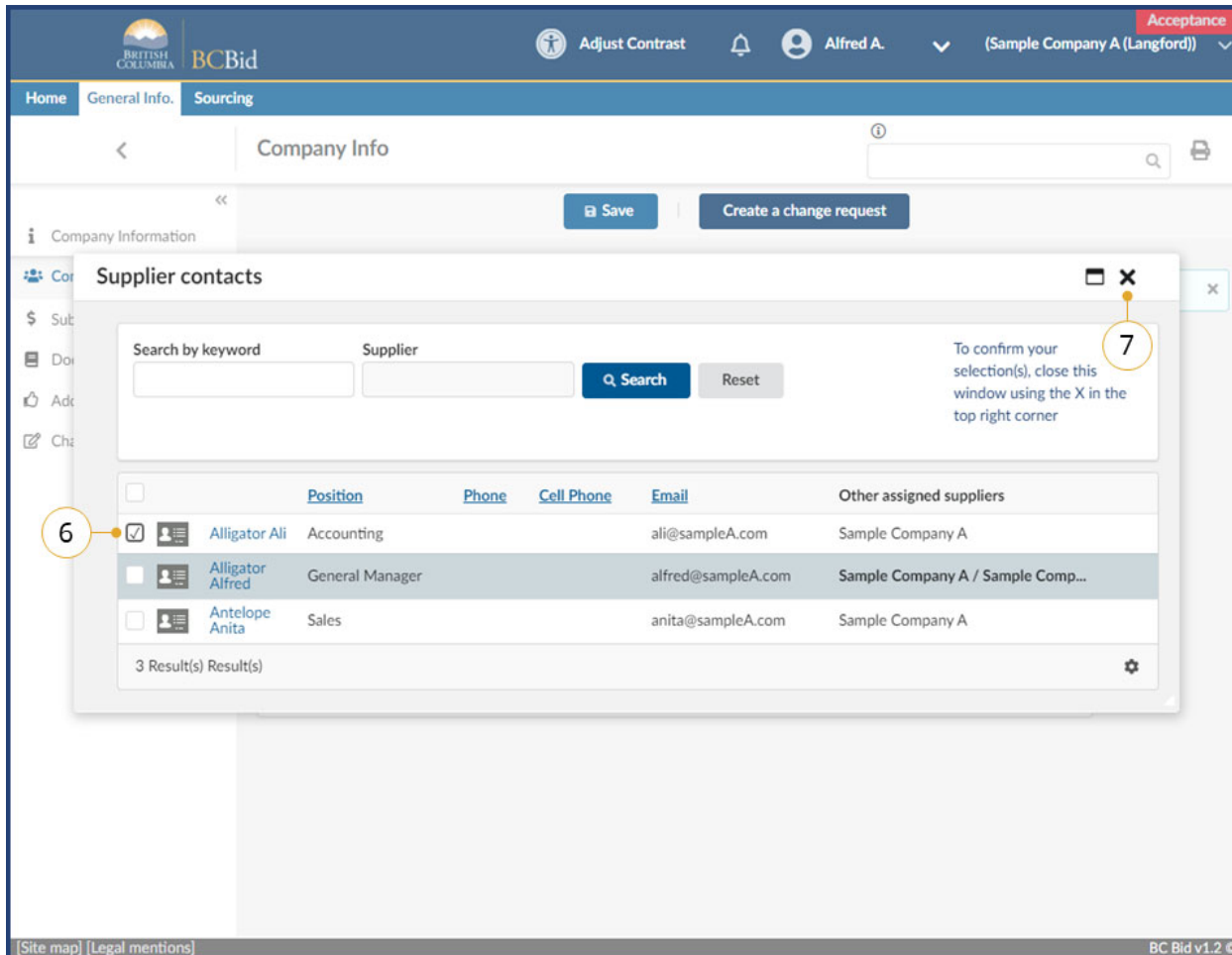
1. Log in as the Supplier Admin.
2. Use the drop-down to select the site.
3. On the **Supplier Dashboard**, click **Company Profile** or on the main menu, click **General Info**, then **Company Profile**.



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

The screenshot displays the BC Bid web application interface. At the top, there is a navigation bar with the BC Bid logo, user information (Alfred A.), and site details (Sample Company A (Langford)). Below this is a secondary navigation bar with tabs for Home, General Info, and Sourcing. The main content area is titled 'Company Info' and contains a left-hand menu with options like Company Information, Contacts (highlighted with a circled '4'), Subscriptions, Documents & Certs, Additional Information, and Change Log. The main content area shows the 'Internal Contacts' section, which includes a 'Save' button, a 'Create a change request' button, and a 'Select Existing Contact' button (highlighted with a circled '5'). Below the button is a table with columns for Contact, Position, Role, and Email. The table contains one entry: 'Alligator Alfred' (General Manager) with the role 'Supplier admin' (checked) and email 'alfred@sampleA.com'. The footer of the page includes '[Site map] [Legal mentions]' and 'BC Bid v1.2'.

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. The top navigation bar includes the BC Bid logo, user information (Alfred A.), and a dropdown menu for 'Sample Company A'. The main content area is titled 'Supplier Dashboard' and features several sections:

- Welcome Suppliers!**: A message box with a '1' callout pointing to the 'Sourcing' tab in the navigation bar.
- Submissions in Progress**: A section with a '2' callout pointing to the 'Submissions in Progress' icon.
- My Subscriptions**: A section showing '1 Results' and 'Ebidding Expiry Notifications Expiry' for '2022-03-31'.
- Supplier Resources**: A section with links to training material and a helpdesk.
- Closing Soon**: A table listing opportunities with columns for Opportunity ID, Opportunity Description, and a status column.
- Supplier Status**: A section showing 'Registration Onboard Pending' and 'Preparation Gather Information' with green checkmarks.
- Recently Amended**: A section with a message: 'There is no item requiring your attention at the moment.'

Opportunity ID	Opportunity Description	
155894	Paving Roads	2
155982	Park Maintenance Services	2

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

The screenshot shows the 'Manage Submissions' page. At the top, there are navigation tabs for 'Home', 'General Info.', and 'Sourcing'. Below this is a search bar and a 'Filter by:' section with dropdowns for 'Submission Progress', 'Opportunity ID', 'Status' (set to 'Open'), and 'Organization'. A blue 'Search' button is highlighted with a circled '3'. Below the filters is a table with columns: Submission Progress, Opportunity Description, Opportunity ID, Opportunity Type, Organization, Lot #, Amendment #, Last Updated, Status, Remaining Time, and Issuance Date. Two rows are visible: one for 'Park Maintenance Services' (Opportunity ID 155982, Status Open) and one for 'Paving Roads' (Opportunity ID 155894, Status Submitted). The 'Submitted' status in the second row is highlighted with a circled '4'. A circled '2' points to the filter dropdowns.

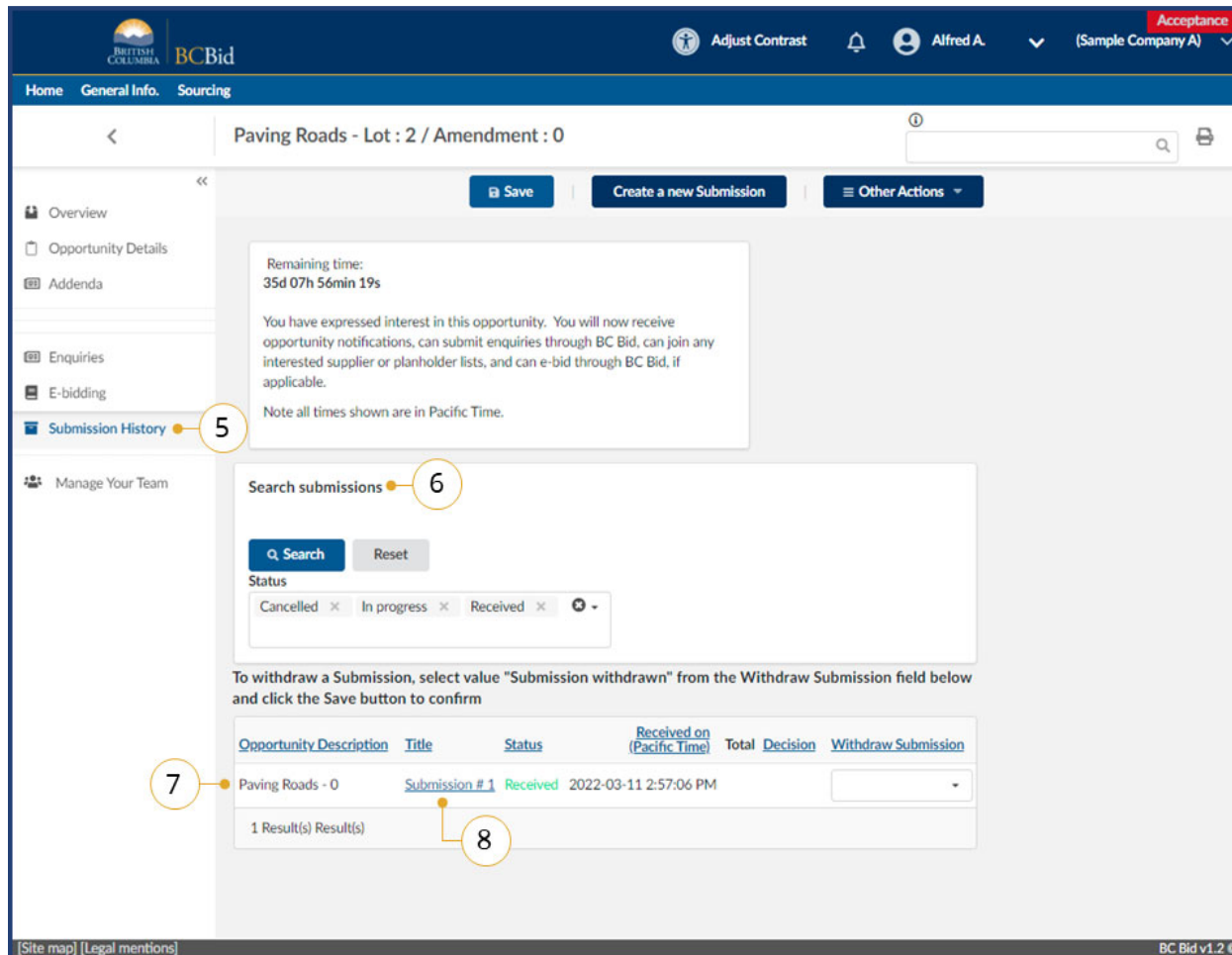
Submission Progress	Opportunity Description	Opportunity ID	Opportunity Type	Organization	Lot #	Amendment #	Last Updated	Status	Remaining Time	Issuance Date
In Progress	Park Maintenance Services	155982	Request for Proposal	BC Parks - Provincial Services Branch Ministry of Citizens' Services Ministry of 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
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	<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