

BCBid

Supplier Guide - Registration

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 register to use 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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General Interface

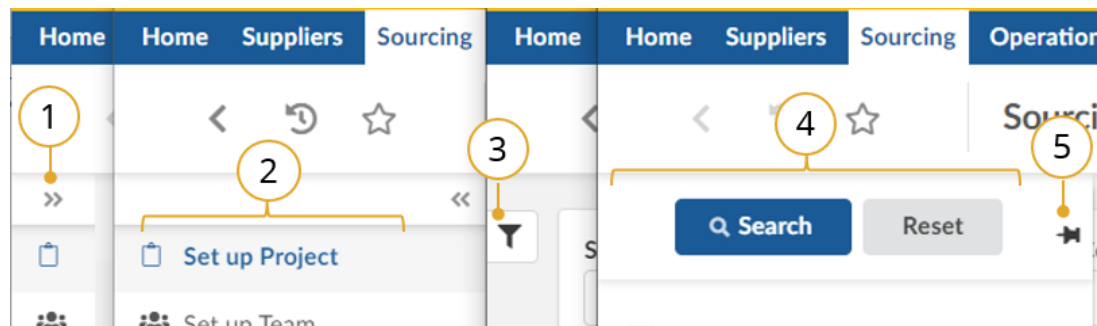
This section describes some general functionality of BC Bid.

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

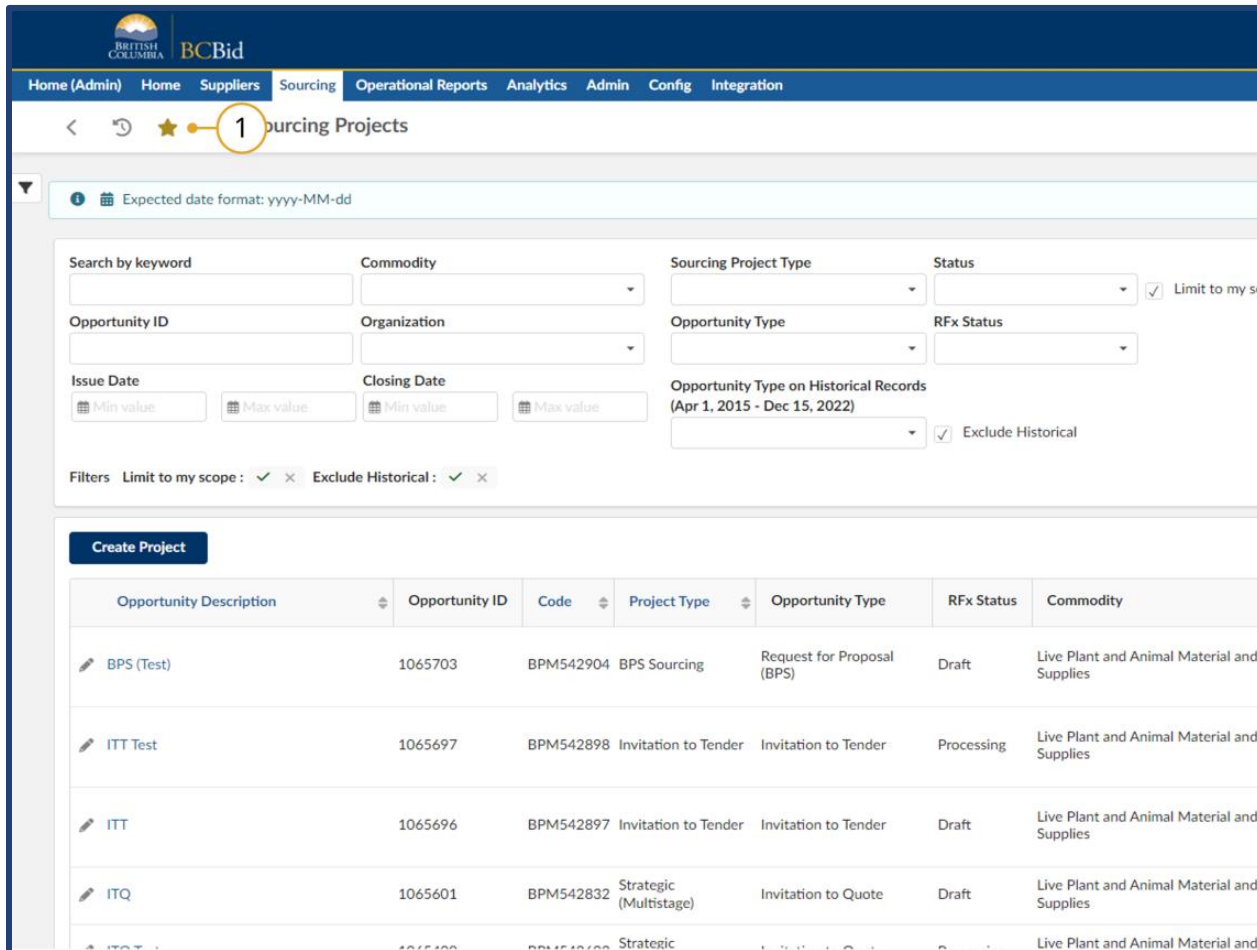


1. The left-hand menu can be expanded or collapsed by selecting the **double arrow**. When collapsed the icon related to each step is visible, hover over the icon to see the name.
2. Expanded view.
3. Filters on tables can be expanded by clicking the **funnel icon**.
4. Expanded.
5. Click **pin icon**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

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.

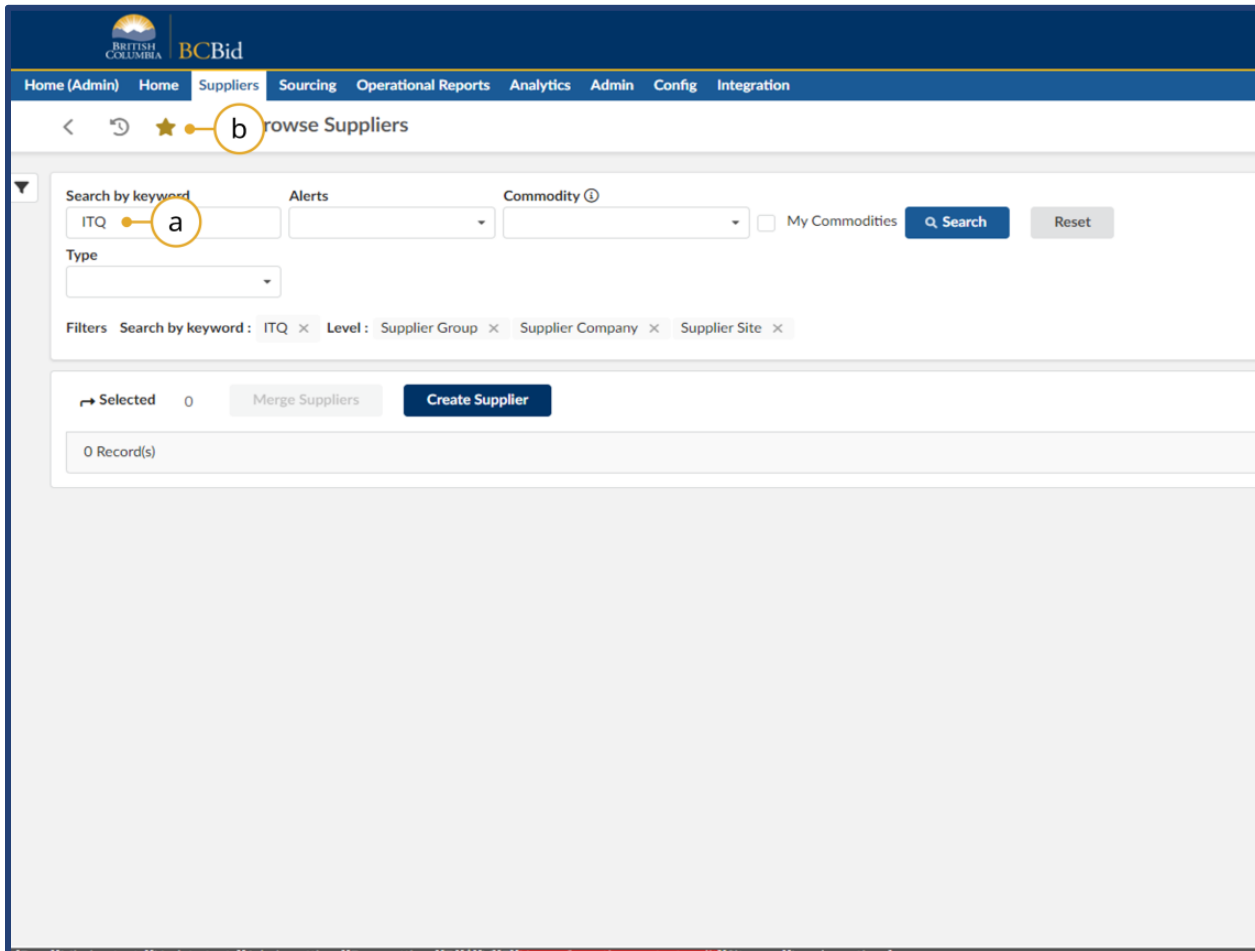
Save Page Window

The screenshot shows the BC Bid Sourcing Projects interface. A 'Save Page' dialog box is open, allowing users to save a page. The dialog box includes a 'Sourcing' dropdown menu (labeled 'a'), a 'Save Page' button (labeled 'b'), a list of saved pages with edit (pencil) and delete (trash) icons (labeled 'd'), and a category label 'Sourcing' (labeled 'e'). A circled '2' points to the dialog box.

Opportunity Description	Opportunity ID	Sourcing Project Type	Status	Organization
BPS (Test)	1065703			
ITT Test	1065697	BPM542898 Invitation to Tender	Invitation to Tender	Processing
ITT	1065696	BPM542897 Invitation to Tender	Invitation to Tender	Draft
ITQ	1065601	BPM542832 Strategic (Multistage) Invitation to Quote	Invitation to Quote	Draft

- Once the **Save Page** window is open there are a variety of things you can do:
 - Type in a custom name for your saved page into the text box here.
 - Click the **Save Page** button to save that page and add it to the list below.
 - Pages are grouped into categories based on where they are in BC Bid.
 - Click the **pencil icon** to edit or the **trashcan icon** to delete a saved page.
 - Click the small grey arrow beside a category label to minimize each dropdown.

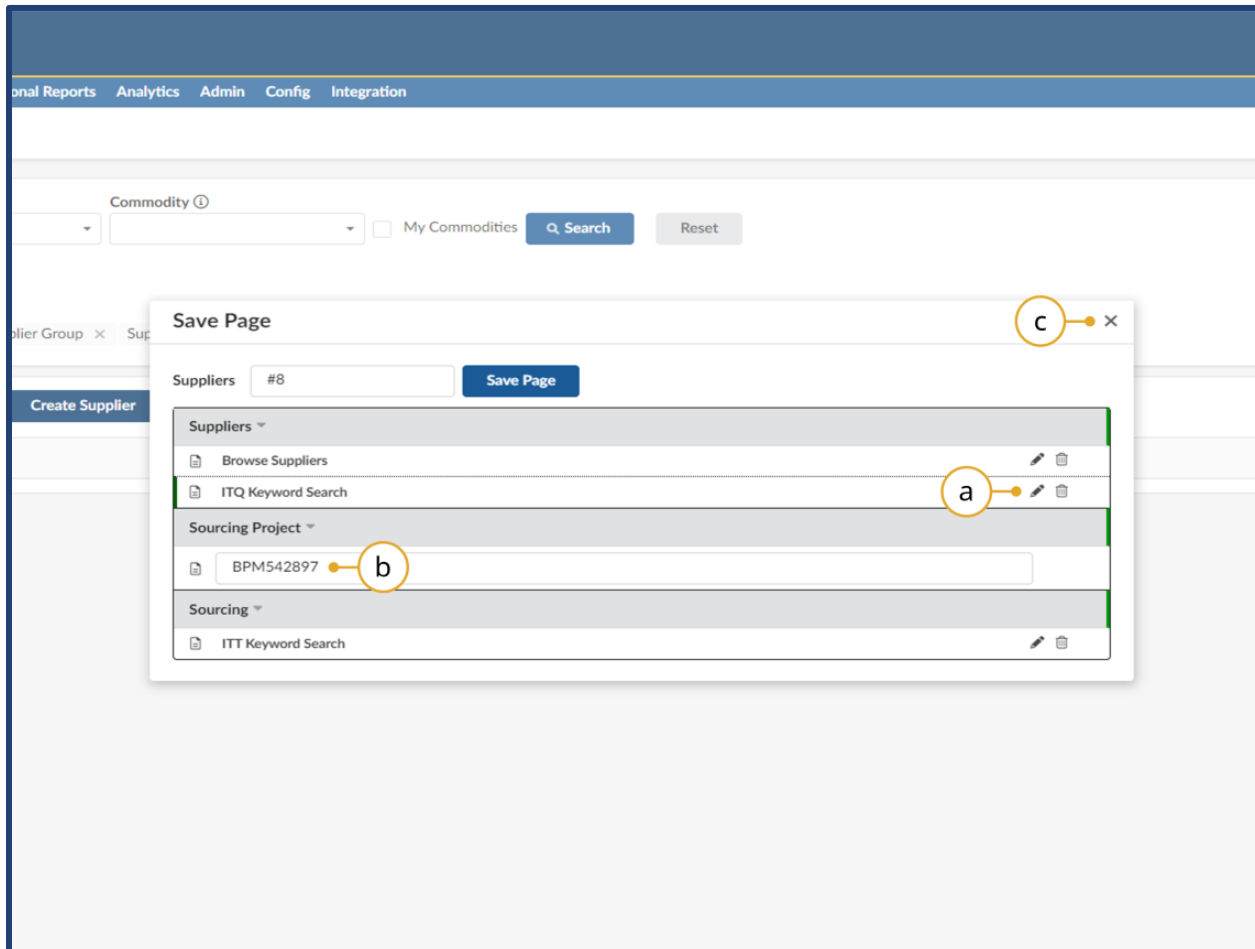
Save Text Fields



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 "My Commodities" checkbox and "Search" and "Reset" buttons are also present. Below the search section, there are filter tags for "Search by keyword: ITQ", "Level: Supplier Group", "Supplier Company", and "Supplier Site". At the bottom of the search section, there are buttons for "Selected 0", "Merge Suppliers", and "Create Supplier". The main content area below the search section is currently 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 value] [Max value]
- Closing Date: [Min value] [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.

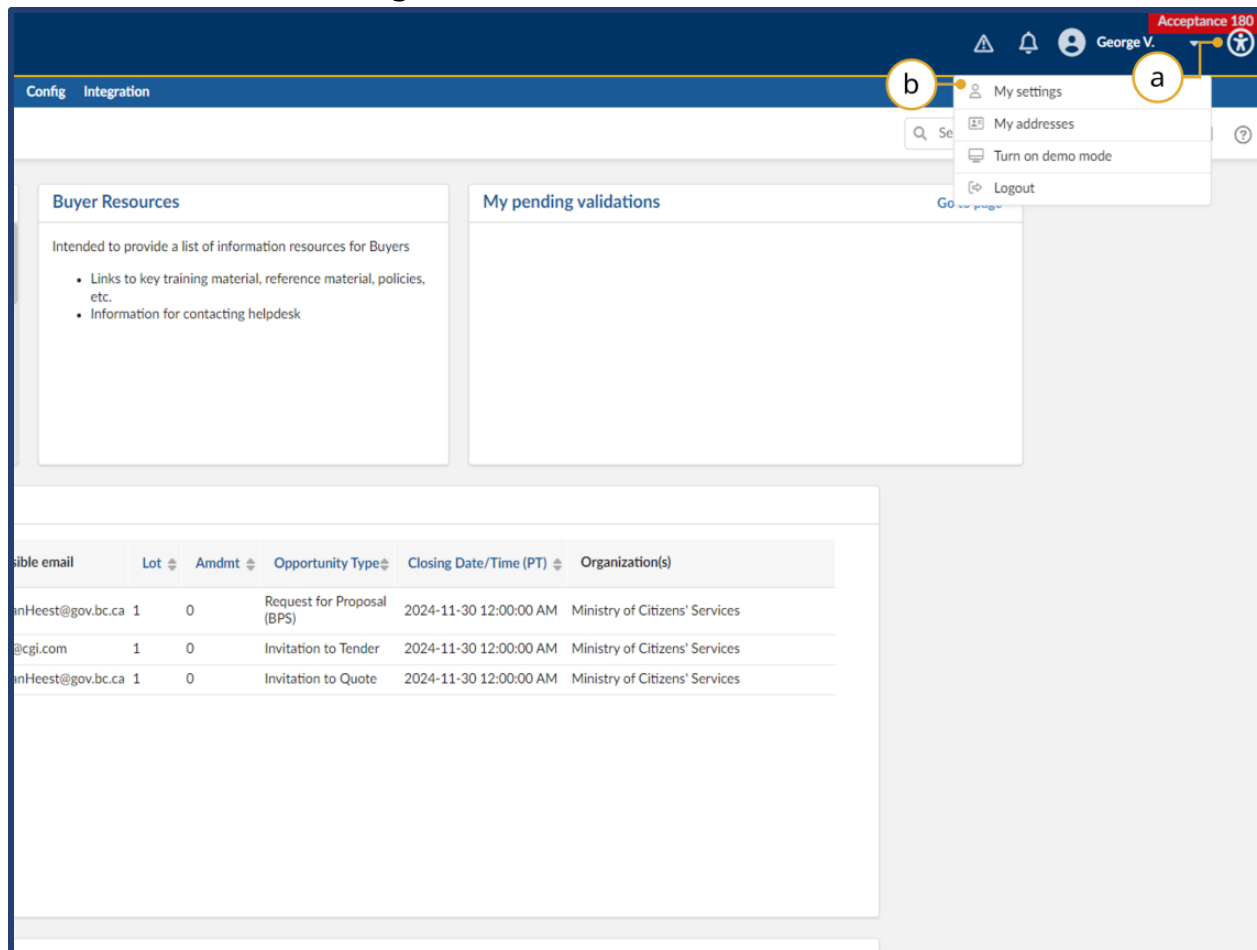
You can search based on the following:

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

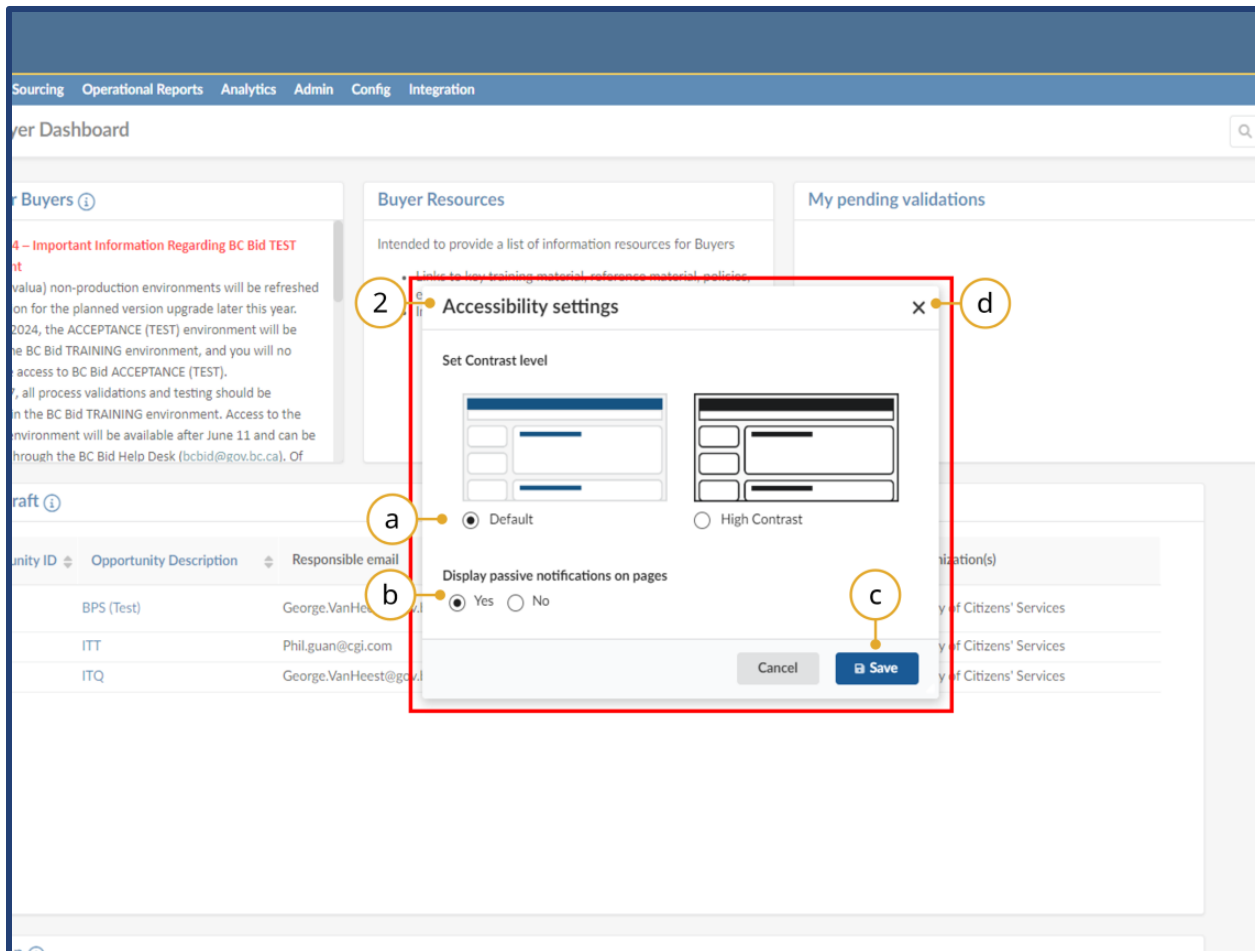
Accessibility Features (New for 2025)

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.

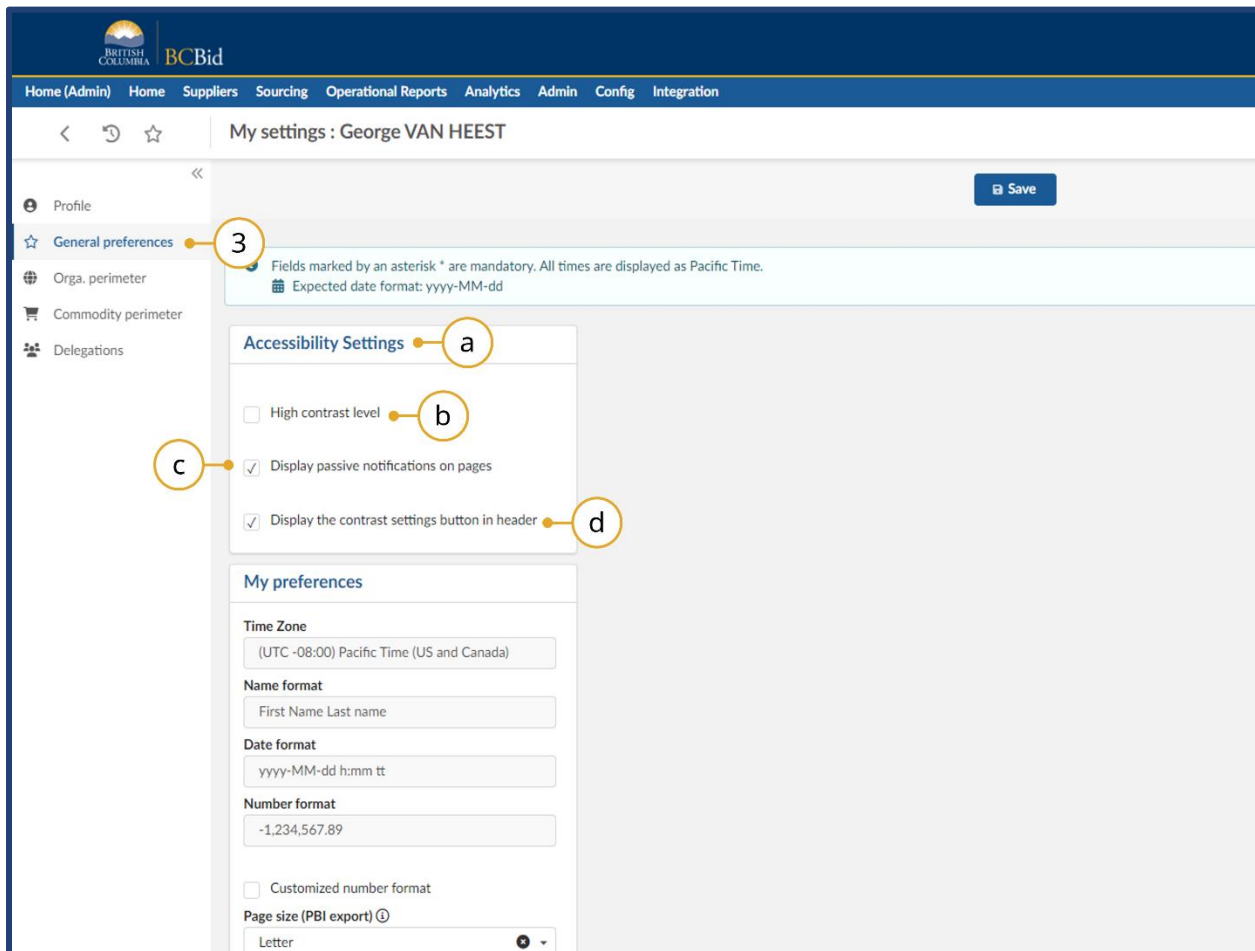
Please Note: The accessibility icon is now in the top right hand corner of the BC Bid application. Older screenshots may show this symbol located in another area. We have not updated every single screenshot, but it will now be in the top right (it can also be turned off in the settings).



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.

Getting Started

Introduction

By registering for BC Bid suppliers will gain access to their own Supplier Dashboards 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 also be a different person.

Prepare & Register – Your Business Account in BC Bid

[Supplier Registration](#)

Determine who your Supplier Admin will be

Before anyone in your organization registers in BC Bid, it is important to decide who will hold the Supplier Admin role, because the first person who registers will automatically be assigned this account management role.

For an overview of the Supplier Admin role responsibilities, please see the Additional Info on the Supplier Guide page. If needed, the Supplier Admin can transfer the role to a different Additional User within your BC Bid supplier account.

Review business processes

You may need to adapt some of your business processes when using BC Bid to take advantage of new features and improved functions.

Review commodity codes lists

BC Bid uses the United Nations Standard Products and Services Code (UNSPSC). Please note, BC Bid does not utilize all UNSPSC Commodity codes. Commodity codes used in BC Bid are searchable in the application.

You can find more information about the UNSPSC classification structure at <https://www.undp.org/unspsc>. To determine which UNSPSC codes you can use based on your GSIN codes, see the [GSIN to UNSPSC commodity code mapping \(XLSM, 331.5KB\)](#) document.

Get a Business BCeID

To register, you will need a Business BCeID and agree to the BC Bid terms and conditions before setting up your new account.

Get a Business BCeID

To register for a Business BCeID, a member of your organization who is authorized to act as an administrator (the primary user or Supplier Admin) goes to the [BCeID website](#) and follows the registration instructions.

If you have any questions or concerns about applying for a Business BCeID, please contact the [BCeID Help Desk](#).

Access application learning resources

Information Sessions for suppliers were held March 28 and 29, 2022. Sessions on the Invitation to Tender (ITT) for government ministry construction opportunities were held September 27 and 29, 2022. You can view the session recording, and step by step instructions on how to use the application in web, PDF, and video formats, on the [Supplier Guide](#) page.

[Quick Reference Guides](#) (QRGs) provide high-level reminders to help you navigate BC Bid.

Create a new BC Bid account

To register

- Please review the Prepare & Register section of the [Supplier Guide](#), offering step-by-step instructions on how to register for an account in BC Bid.
- After you review the Supplier Guide, proceed to the [BC Bid Public Portal](#) to begin the registration process.

Note: The first individual from a supplier organization to register for an account, holds the main 'Supplier Admin' role and is responsible for subscription management and adding additional account users. For a full list of Supplier Admin responsibilities, please see the [Additional Info](#) section on the Supplier Guide page.

Once your supplier account is registered, you can log into the application to bid on government opportunities and manage your account and supplier dashboard.

Register – Additional Users

This section outlines how an individual user registers their BC Bid account as part of a larger organization. This can only be done after the larger organization has created and registered the user's BCeID with the company's BC Bid account.

SiteMinder Test Environment

BRITISH COLUMBIA | Log in to sfstest7.gov.bc.ca

Log in with BCeID Client Test

User ID
Use a Business or Basic BCeID
AAntelope

Password

Continue

[Forgot your user ID or password?](#)

No account?
[Register for a BCeID](#)

Or log in with:
Log in with IDIR

Need help?
[Contact the BCeID Help Desk](#)

Access to or unauthorized use of data on this computer system by any person other than the authorized employee(s) or owner(s) of an account is strictly prohibited and may result in legal action against such person.

Disclaimer | Privacy | Accessibility | Copyright

1. Log in with the Business BCeID **User ID** and **Password** created by the BCeID Account/Profile Manager.
2. Click **Continue**.

See [Appendix 4](#) for information on Additional User responsibilities.

Note: To get a Business BCeID linked to the organization have the BCeID Account Manager complete the Add Additional Users step in the Supplier Account Management Guide.

d. use or attempt to use the Login ID or password of any other subscriber;
 d. modify or attempt to modify any Login ID or password except as required by normal business use;
 e. attempt to defeat or compromise the security related to BCeID or any government data processing system;
 f. take any action that might reasonably be construed as altering, destroying or rendering ineffective the security related to BCeID or any government data processing system; or
 g. decompile, disassemble, reverse engineer, or otherwise copy any source code associated with BCeID or any government data processing system.

OWNERSHIP AND NON-PERMITTED USES

2. You will not take any action that would be inconsistent with or infringe any proprietary and intellectual property rights of the Province, any Government Body or their respective licensors to any software, hardware, servers, networks or other equipment, and to any documentation or information, used in relation to BCeID or any e-Service.

CONFIDENTIALITY

3. You will treat as confidential and will not publish, release or disclose, or permit to be published, released or disclosed either before or after the expiration or sooner termination of this Agreement, any third-party information supplied to, obtained by, or which comes to your knowledge as a result of your access to this e-Service without the prior written consent of the Province or the Government Body, and the third party, as applicable.

This Terms of Use may be modified without notice. In the event that changes are made to this Terms of Use, the modified version will be reposted on this Web site.

3b I accept the Business BCeID Terms of Use and Conditions

3c **Continue**

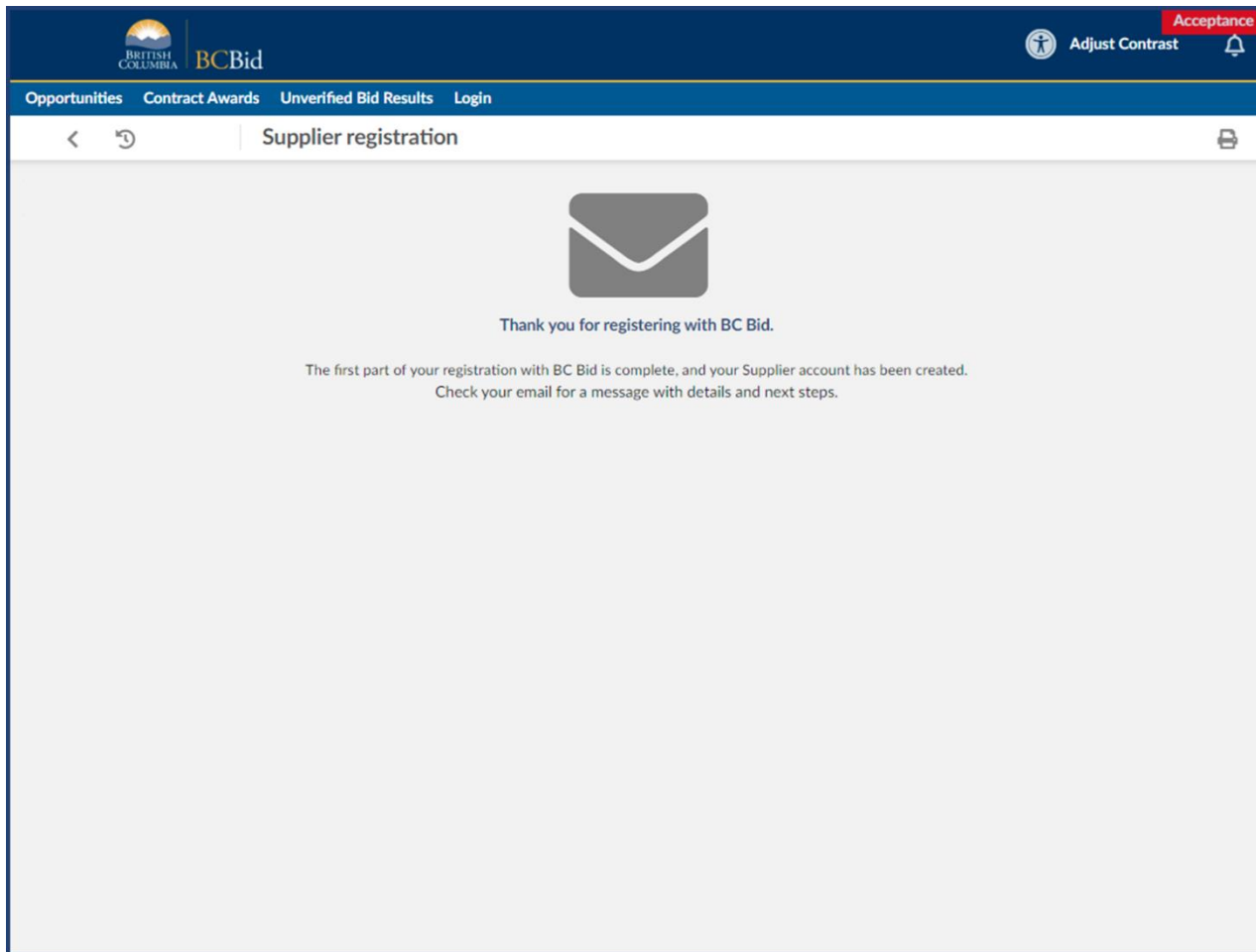
Disclaimer | Privacy | Accessibility | Copyright

3. When logging into BC Bid, the **BCeID Terms and Conditions** will need to be accepted.

If the BCeID is an existing account, the next steps have likely been completed, go to step 8.

- a. Review the terms.
 - b. Click the **I accept the terms and conditions** checkbox.
 - c. Click **Continue**.
4. Set up the **BCeID password reset questions**.
- a. Click **Continue**.
5. On the **Password Details Processing** page
- a. Click **Continue**.
6. Complete the **BCeID password change**.
- a. Click **Continue**.
7. On the **Password Changed** page.
- a. Click **Continue**.

8. Confirm the **Company Information** and **Contact Information**. The information is imported from BCeID. Update the information as needed.
 - a. Complete the **Position** field.
 - b. Click **Register**.



9. A confirmation screen of the registration will be displayed.
10. The BC Bid Supplier Admin for the company will need to activate the account in BC Bid before the user can access BC Bid.

The Supplier Admin will receive an email stating that there is an account for activation.

11. Once approved by the Supplier Admin, an email will be sent to the new user with further instructions.



If users log in before the Supplier Admin activates the account, they will receive an Access Denied message. The Supplier Admin will need to follow the [Approve Additional Users](#) step.

SiteMinder Test Environment

BRITISH COLUMBIA | Log in to sfstest7.gov.bc.ca

Log in with BCeID Client Test

User ID
Use a Business or Basic BCeID
AAntelope

Password

Continue

[Forgot your user ID or password?](#)

No account?
[Register for a BCeID](#)

Or log in with:
Log in with IDIR

Need help?
[Contact the BCeID Help Desk](#)

12

a

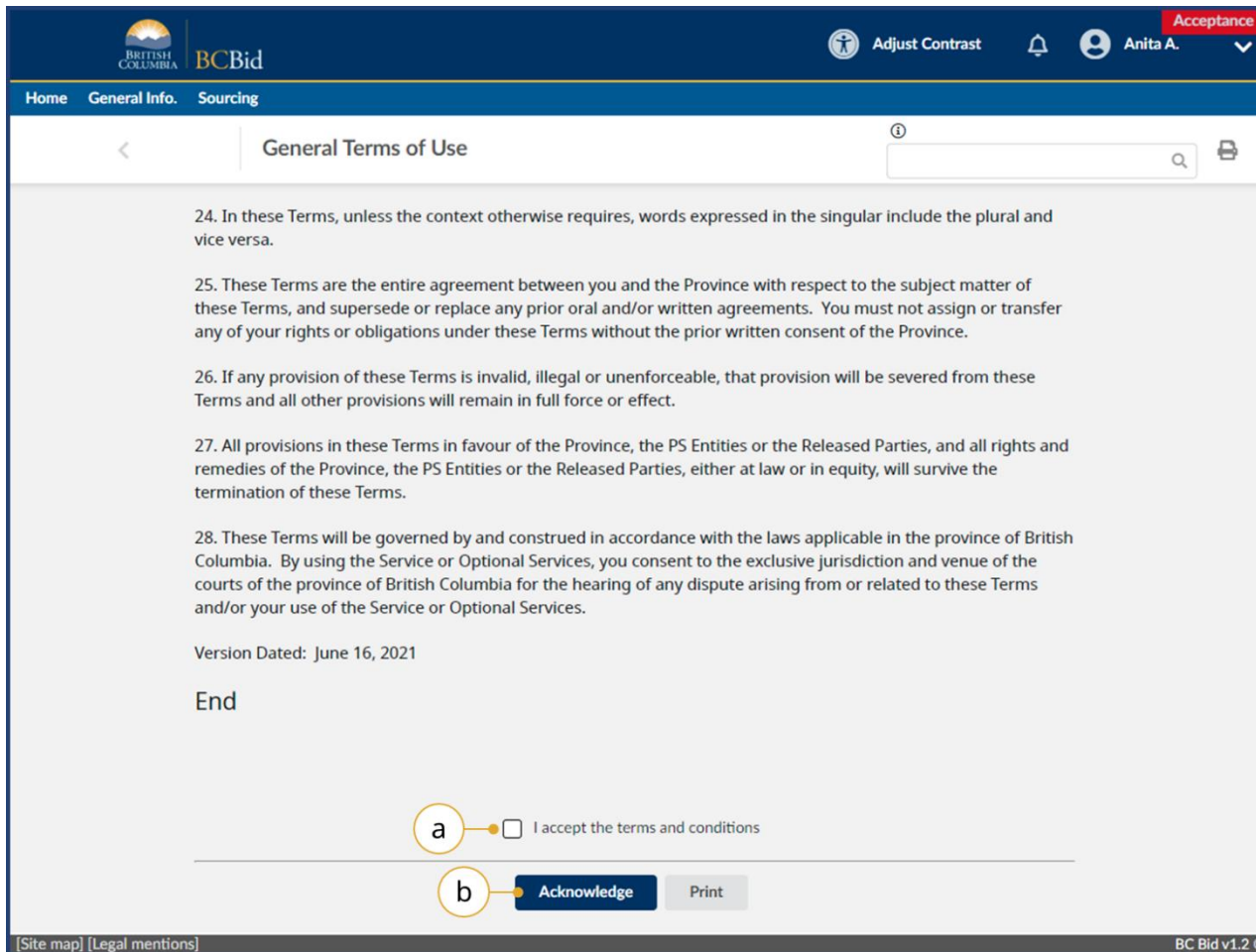
Access to or unauthorized use of data on this computer system by any person other than the authorized employee(s) or owner(s) of an account is strictly prohibited and may result in legal action against such person.

[Disclaimer](#) | [Privacy](#) | [Accessibility](#) | [Copyright](#)

12. Once approved by the BC Bid Supplier Admin, log in to BC Bid with BCeID and password.
 - a. Click **Continue**.

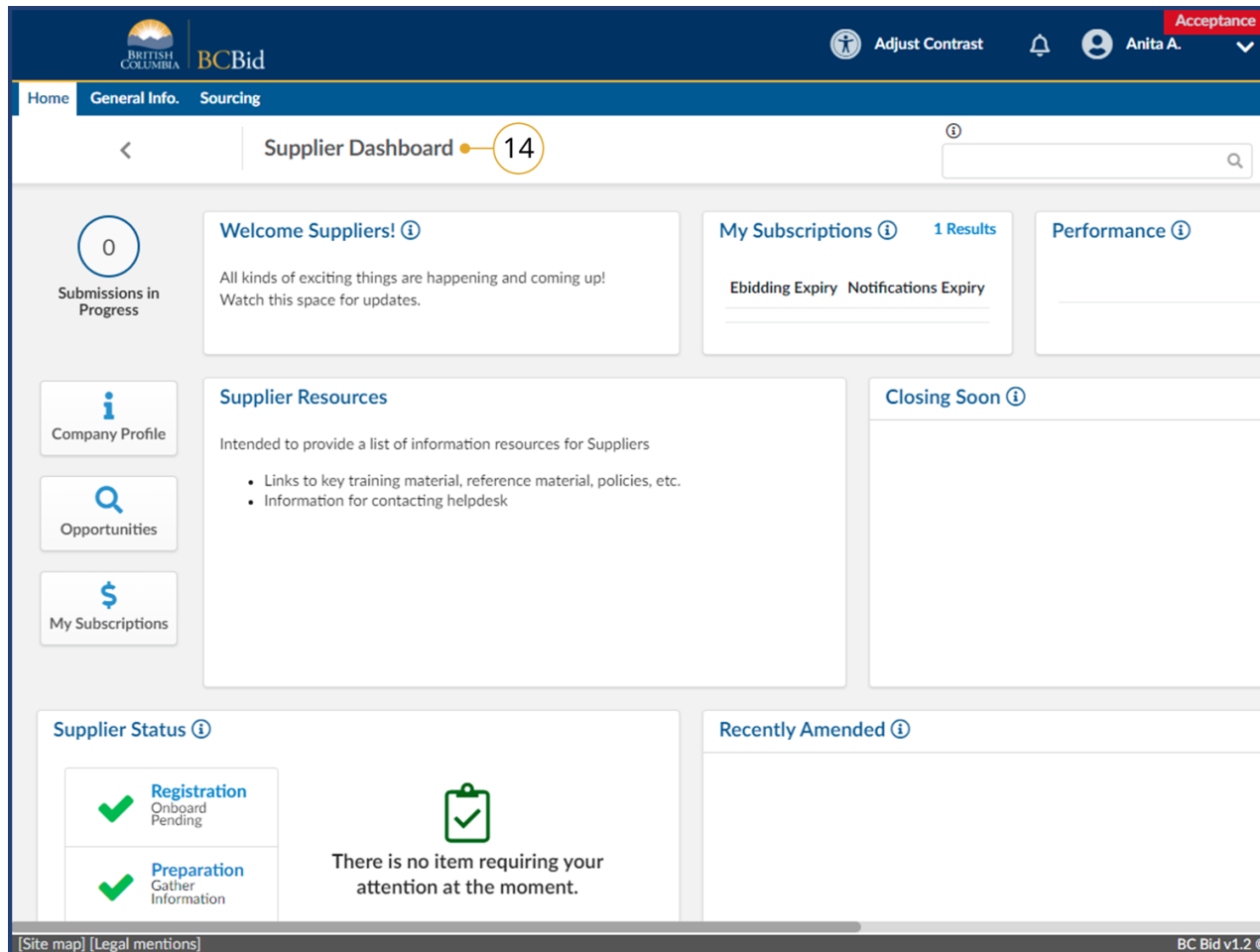


If an **Access Denied** message is seen when logging in, check that the account has been activated by the Supplier Admin.



13. Review and accept the BC Bid General Terms of Use.

- a. Click the **I accept the terms and conditions** checkbox.
- b. Click **Acknowledge**.



14. The **Supplier Dashboard** will be displayed.

Registration troubleshooting

If you receive an Access Denied message at the Supplier registration form, make sure you are using an active Business BCeID and not a Basic BCeID.

To confirm your BCeID account type:

- Log on to the [BCeID website](#)
- Click on your name (top right corner) to display your account information including your BCeID account type (basic, business, personal).

Note: If you do not have a Business BCeID, visit the [Register for a Business BCeID page](#) to start the process. If you have an active Business BCeID, and you still get an access denied message in BC Bid, please [contact the BC Bid Help Desk](#) and provide your Business BCeID username.

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	
Providing a Submission (Response Form)	https://youtu.be/AiD3mF5cAic
Providing a Submission (Pricing)	https://youtu.be/bkMO1AeH_o0

Appendix 3: Supplier Admin Responsibilities

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

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

Appendix 4: Additional User Responsibilities

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

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

Appendix 5: Supplier Role Matrix

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

Appendix 6: Supplier Legal Structure

When completing the Legal Structure drop-down box on Company Information page, use the following table to identify the structure.

If your organization is registered in BCeID and/or BC Registries as...	...then in BC Bid, make this selection:
Proprietorship - AKA sole proprietorship, doing business as, firm, self-employed	Proprietorship (SP)
General Partnership - Excluding limited partnership (LP) and limited liability partnership (LLP)	Other legal form
BC Corporation - Name ends in Ltd, Ltée, Inc, Limited, Corporation, Corp or ULC	Corporation / Incorporated (CORP, INC)
BC Incorporated Society- A not-for-profit organization incorporated in BC	Other legal form
Extra Provincially Registered Company - AKA extraprovincial company, extra-pro, ex-pro	Other legal form
Extraprovincial Non-Share Corporation - An "Extraprovincial Non-Share Corporation" means a society or association, incorporated or otherwise, formed outside British Columbia. It does not include a society or association, incorporated or otherwise, formed to acquire profit or gain or, that has a capital divided into shares	Other legal form
Other - LP, LLP, non-registered society, association, charity, business registered outside Canada	Limited Liability Company (LCC, LC, Ltd. Co) or Limited Liability Limited Partnership (LLLLP) or Limited Liability Partnership (LLLLP) or Limited Partnership (LP)

BCBid