

BCBid

Supplier Guide – Timber Auction

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 Timber Auction template has been developed to post BC Timber Sales (BCTS) Timber Sale Licence (TSL) opportunities for auction.

This guide provides instructions to BCTS Suppliers on how to use the Timber Auction template in BC Bid.

How to Use this Guide

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**.

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.

Table of Contents

Introduction.....	2
How to Use this Guide	2
Information Icons	3
General Interface	6
Browser Types	6
Expand/Collapse Menu and Expand/Collapse Filters.....	6
Supplier Dashboard	7
Explore Timber Auction Opportunities	9
Search Your Manage Submissions Page	9
Search for Timber Auction Opportunities	11
Step 1: Opportunity Overview	13
Amendments.....	13
Review Opportunity Information	14
Step 2: Start Your e-Bid Submission – Timber Auction Only	20
Opportunity Information	20
Submit the Response.....	28
e-Bid Submission	28
Step 3: Amendments.....	32
Overview	32
Amendment.....	33
Look for Changes	33
Re-submit an e-Bid after amendment	34
Withdraw an e-Bid Submission.....	40
Cancel an In-Progress submission.....	41

Appendix 1: BC Bid Help Desk..... 43

General Interface

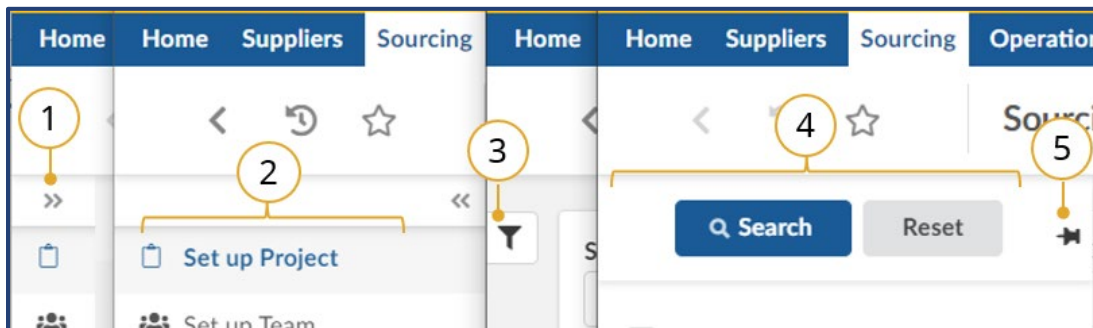
This section describes some general functionality of BC Bid.

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.

Supplier Dashboard

The screenshot shows the BC Bid Supplier Dashboard. At the top, there is a navigation bar with 'Home', 'General Info.', and 'Sourcing' tabs. A search bar is located on the right. The main content area is divided into several sections:

- 1**: A back arrow icon in the top left corner.
- 0**: A circular icon representing 'Submissions in Progress'.
- a**: A 'Welcome Suppliers!' message with a sub-heading 'All kinds of exciting things are happening and coming up! Watch this space for updates.'
- b**: A 'My Subscriptions' section with sub-headings 'Ebidding Expiry' and 'Notifications Expiry'.
- c**: A 'Supplier Resources' section with a sub-heading 'Intended to provide a list of information resources for Suppliers' and a bullet point: 'Links to key training material, reference material, policies, etc. Information for contacting helpdesk.'
- d**: A 'Closing Soon' section.
- e**: A 'Recently Amended' section.

At the bottom left, there is a 'Supplier Status' section with two items: 'Registration Onboard Pending' and 'Preparation Gather Information'. A central message states: 'There is no item requiring your attention at the moment.'

At the bottom of the page, there are links for '[Site map]' and '[Legal mentions]' on the left, and 'BC Bid v1.2 ©' on the right.

1. Navigate to the **Home** tab to see the **Supplier Dashboard**.
 - a. Click the **Submissions in Progress** to review all of your organization's **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 close the soonest.



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.

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's name 'Alfred A.' and an 'Adjust Contrast' button are visible. The dashboard content is organized into several sections: 'Welcome Suppliers!' with a message about updates; 'My Subscriptions' showing '1 Results' and 'Ebidding Expiry'/'Notifications Expiry' dates; 'Performance'; 'Supplier Resources' with links to training and helpdesk; 'Closing Soon'; 'Supplier Status' with 'Registration Onboard Pending' and 'Preparation Gather Information' items; and 'Recently Amended'. A sidebar on the left includes 'Submissions in Progress' (0), 'Company Profile', 'Opportunities', and 'My Subscriptions'. A search bar is located at the top right of the dashboard content area. The footer contains '[Site map] [Legal mentions]' and 'BC Bid v1.2 ©'.

- 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. Optional: Click **Adjust Contrast** to change the theme for accessibility.

Explore Timber Auction Opportunities

This section outlines how to search for Timber Auction opportunities and Manage Submissions.


Search Your Manage Submissions Page

The **Manage Submissions** page will list opportunities where the **Start Submission** button has been selected.

The screenshot displays the BC Bid Supplier Dashboard. At the top, there is a navigation bar with the BC Bid logo, user information (Alfred A.), and a dropdown menu for '(Sample Company A)'. Below the navigation bar, the 'Sourcing' menu item is highlighted with a yellow circle and the number '1'. The dashboard content includes a 'Supplier Dashboard' header, a 'Welcome Suppliers!' message, 'My Subscriptions' (1 Results), 'Performance', 'Supplier Resources', 'Closing Soon', 'Supplier Status' (Registration Onboard Pending, Preparation Gather Information), and 'Recently Amended'. A central message states: 'There is no item requiring your attention at the moment.'

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

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 submission.

 To search for an opportunity in a status other than **Open**, use the **Status** drop-down to select the appropriate status.

Search for Timber Auction Opportunities

The screenshot displays the BC Bid Supplier Dashboard. The top navigation bar includes the BC Bid logo, user profile (Alfred A.), and company name (Sample Company A). The main menu is visible, with 'Opportunities' highlighted. 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'. A red circle with the number '1' highlights the 'Opportunities' menu item in the left sidebar.

1. On the main menu, click **Sourcing**, then click **Opportunities** or click **Opportunities** on the **Supplier Dashboard**.

The screenshot shows the 'Sourcing Opportunities' page on the BC Bid website. It features a search bar at the top, a filter section with dropdown menus for Status, Opportunity Type, Organization, Industry Category, and Goods & Services Commodity Code, and a table of results. Numbered callouts are placed as follows:

- 2**: Points to the 'Search by keyword (e.g. title, number, topic)' text box.
- 3**: Points to the 'Opportunity Type' dropdown menu, which is currently set to 'Timber Auction'.
- 4**: Points to the 'Search' button.
- 5**: Points to the 'Opportunity ID' column header in the results table.

Status	Opportunity ID	Opportunity Description	Commodities	Type	Issue Date and Time (Pacific Time)	Closing Date and Time (Pacific Time)	Ends in	# of Amendments	Last Updated
Open	TAXXXXX	TSL TAXXXX Location, Location	Forestry harvesting	Timber Auction	2022-06-02 10:20:23 AM	2022-09-16 11:15:00 AM	64d 02h 01min 30s	2	

2. Optional: use the **Search by keyword** text box to search based on **opportunity title**, **opportunity number** (TSL number), or **topic**.
3. To search all BCTS Timber Auctions, select Timber Auction from the **Opportunity Type** dropdown menu.
4. Click **Search**. The results from the search/filter are listed below. This list can be sorted by clicking on the titles of each column.
5. To view details of the desired sourcing event, click the **Opportunity ID** hyperlink.

Step 1: Opportunity Overview

Review the opportunity information to determine if you would like to submit a bid.

Amendments

Amendments reflect substantial changes to a specific lot. If an amendment has been issued, any previously received e-Bid submissions for that opportunity are rejected and will need to be resubmitted. For more information see [Amendments](#).

Review Opportunity Information

When your organization reviews an opportunity to determine interest, they will review the opportunity information to determine if they can provide the product and/or service that is being requested.

The screenshot displays the BC Bid system interface for an opportunity. The breadcrumb path is "TSL TAXXXX Location, Location - Lot : 1 / Amendment : 0". The "Overview" tab is selected, indicated by a circled "1". A "Start Submission" button is visible with a remaining time of 101d 00h 55min 06s. Below this, the "RFX General Information" section is highlighted with a circled "b", showing fields for Opportunity Type (Timber Auction), Timber Auction Type (Scale), and Timber Auction Subtype (ITB Bonus Bid). The "RFX Documents" section is also visible on the right.

1. Once you've selected an opportunity from the search, click the **Overview** tab to review the **RFX General Information** and **RFX Documents** sections.
 - a. **Opportunity Description and Lot/Amendment numbers** will be identified.
 - b. **RFX General Information** displays Opportunity Type, Opportunity Description, Opportunity ID, Issued by/for organization, Commodity Codes, Amendment History, Issue/Closing dates, Submission Instructions, and Summary Details.

The screenshot displays the BCBid web application interface for a Timber Auction opportunity. The page is titled "TSL TAXXXX Location, Location - Lot : 1 / Amendment : 0".

RFX General Information:

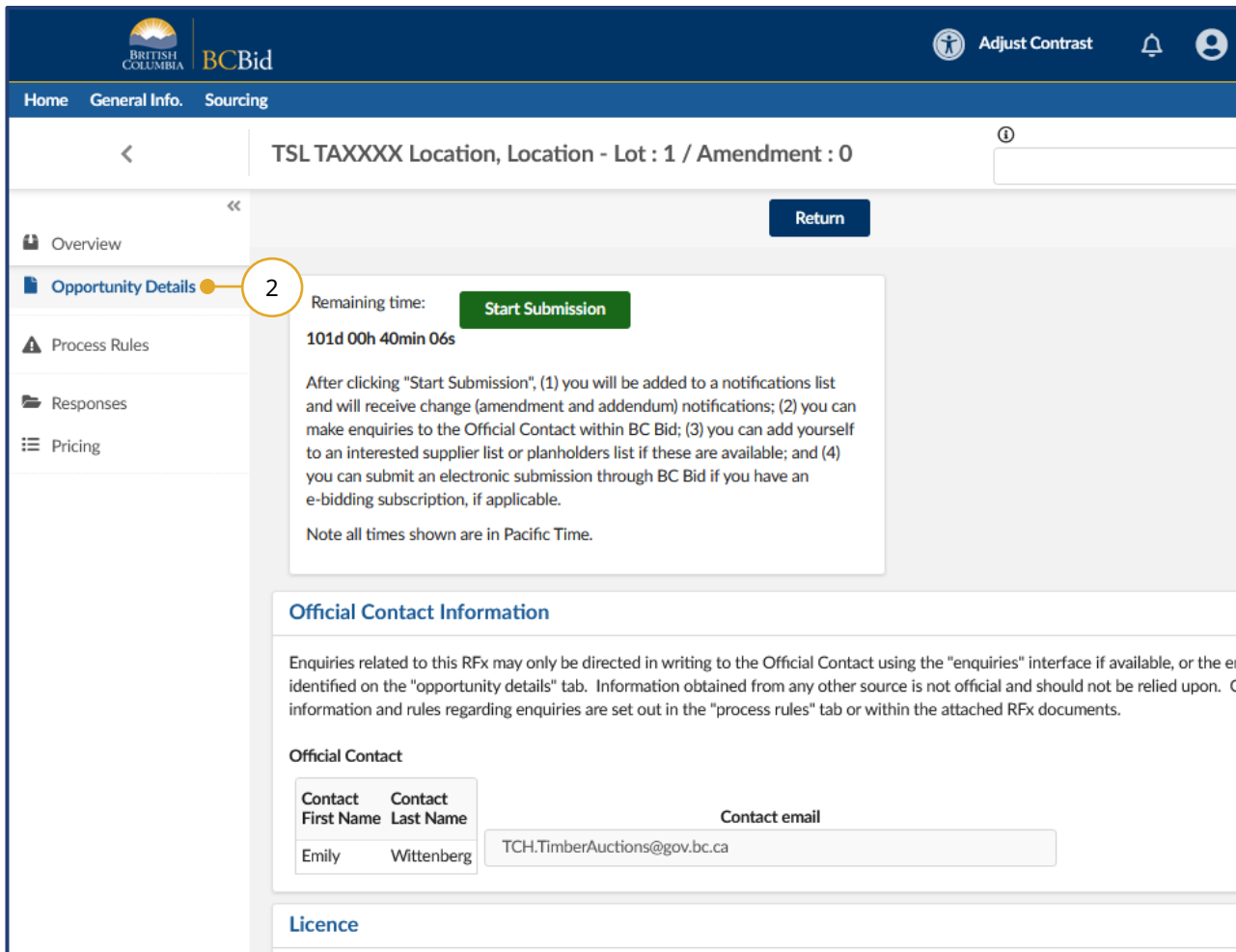
- Opportunity Type:** Timber Auction
- Timber Auction Type:** Scale
- Timber Auction Subtype:** ITB Bonus Bid
- Opportunity Description:** TSL TAXXXX Location, Location
- Opportunity ID:** TAXXXX
- Status:** Open
- Issued by:** Ministry of Forests, Lands, Natural Resource Operations and Rural Development
- Issued for:** Chinook
- Main Commodity:** Forestry harvesting

RFX Documents:

Title	Type	Att.
		Hardcopy Bidding Instructions for Bidders.pdf
Hardcopy Submission Package	RFX Documents (Approved)	TAXXXX_e_TenderEnvel.pdf, RFX_Proce...
		Hardcopy Submission - Scale Based TSL.pdf
		TAXXXX_i2_map_Detailed_Location.pdf
		TAXXXX_m1_Wet_Weather_Shutdown_Guidelin...
		TAXXXX_i3_map_SP_BK_HN120.pdf, TAX...
		TAXXXX_i3_CruiseCard_data.zip, TAXXO...
		TAXXXX_i6_map_RO_Bk_HN120.pdf
		TAXXXX_i1_map_Overview_Location.pdf
TSL Package	RFX Documents (Approved)	TAXXXX_m2_PulpSector_2020-12-17.pdf

c. **RFX Documents** are the attachments related to the opportunity.

Note: for Timber Auctions, there is a hardcopy submission package included with the RFX documents.



- On the left-hand menu, click **Opportunity Details**. This screen provides details related to the opportunity such as: **Official Contact**, **TSL Category**, and **Licence Term**.

The screenshot shows the BC Bid website interface. At the top, there is a navigation bar with 'Home', 'General Info.', and 'Sourcing'. The main header area displays 'TSL TAXXXX Location, Location - Lot : 1 / Amendment : 0'. A left-hand sidebar contains menu items: 'Overview', 'Opportunity Details', 'Process Rules' (highlighted with a blue circle and a circled '3'), 'Responses', and 'Pricing'. The main content area shows a 'Remaining time: 101d 00h 26min 04s' with a green 'Start Submission' button. Below this, there is a text box explaining the submission process. At the bottom of the main content area, the title 'INVITATION FOR APPLICATIONS FOR A TIMBER SALE LICENCE UNDER SECTION 20 OF THE FOREST ACT' is visible, followed by the section '1. INTRODUCTION.' and the beginning of the introductory text.

3. Click on the **Process Rules** tab to view the **Invitation for Applications for a Timber Sale Licence**.

Home General Info. Sourcing

TSL TAXXXX Location, Location - Lot : 1 / Amendment : 0

Overview

Opportunity Details

Process Rules

Responses

Pricing

Remaining time: **Start Submission** 4

101d 00h 55min 06s

After clicking "Start Submission", (1) you will be added to a notifications list and will receive change (amendment and addendum) notifications; (2) you can make enquiries to the Official Contact within BC Bid; (3) you can add yourself to an interested supplier list or planholders list if these are available; and (4) you can submit an electronic submission through BC Bid if you have an e-bidding subscription, if applicable.

Note all times shown are in Pacific Time.

RFx General Information

Opportunity Type: Timber Auction

Timber Auction Type: Scale

Timber Auction Subtype: ITB Bonus Bid

The Timber Sales Manager will accept applications only from Category 1 and 2 BC timber sales enterprises.

RFx Documents

Title	Type	Att.
		Hardco

4. To proceed in participating in the opportunity, click the **Start Submission** button.

Note: By clicking **Start Submission** the supplier will:

- Receive notifications of amendments
- Easily access the opportunity on the **Manage Submissions** list
- Begin drafting the response for e-Bidding in the application



The buyer will see a list of suppliers who are interested in the opportunity based on the **Start Submission** button being selected.

The screenshot displays the BC Bid interface for a specific opportunity. At the top, there's a navigation bar with 'Home', 'General Info.', and 'Sourcing'. The main header shows the opportunity title 'TSL TAXXXX Location, Location - Lot : 1 / Amendment : 0'. Below this, there are buttons for 'Save', 'Download Documents', and 'Cancel Submission'. A notification banner states: 'Fields marked by an asterisk * are mandatory. All times are displayed as Pacific Time.' The central content area features a 'Remaining time: 101d 00h 04min 40s' and a message: 'You have expressed interest in this opportunity. You will now receive opportunity notifications, can submit enquiries through BC Bid, can join any interested supplier or planholder lists, and can e-bid through BC Bid, if applicable. Note all times shown are in Pacific Time. - No Submission has been sent'. The 'RFx General Information' section includes dropdown menus for 'Opportunity Type' (Timber Auction), 'Timber Auction Type' (Scale), and 'Timber Auction Subtype' (ITB Bonus Bid). Below this, it states: 'The Timber Sales Manager will accept applications only from Category 1 and 2 BC timber sales enterprises.' The 'Opportunity Description' is 'TSL TAXXXX Location, Location'. The 'RFx Documents' table lists documents such as 'Hardcopy Submission Package', 'RFx Documents (Approved)', and 'Hardcopy'.

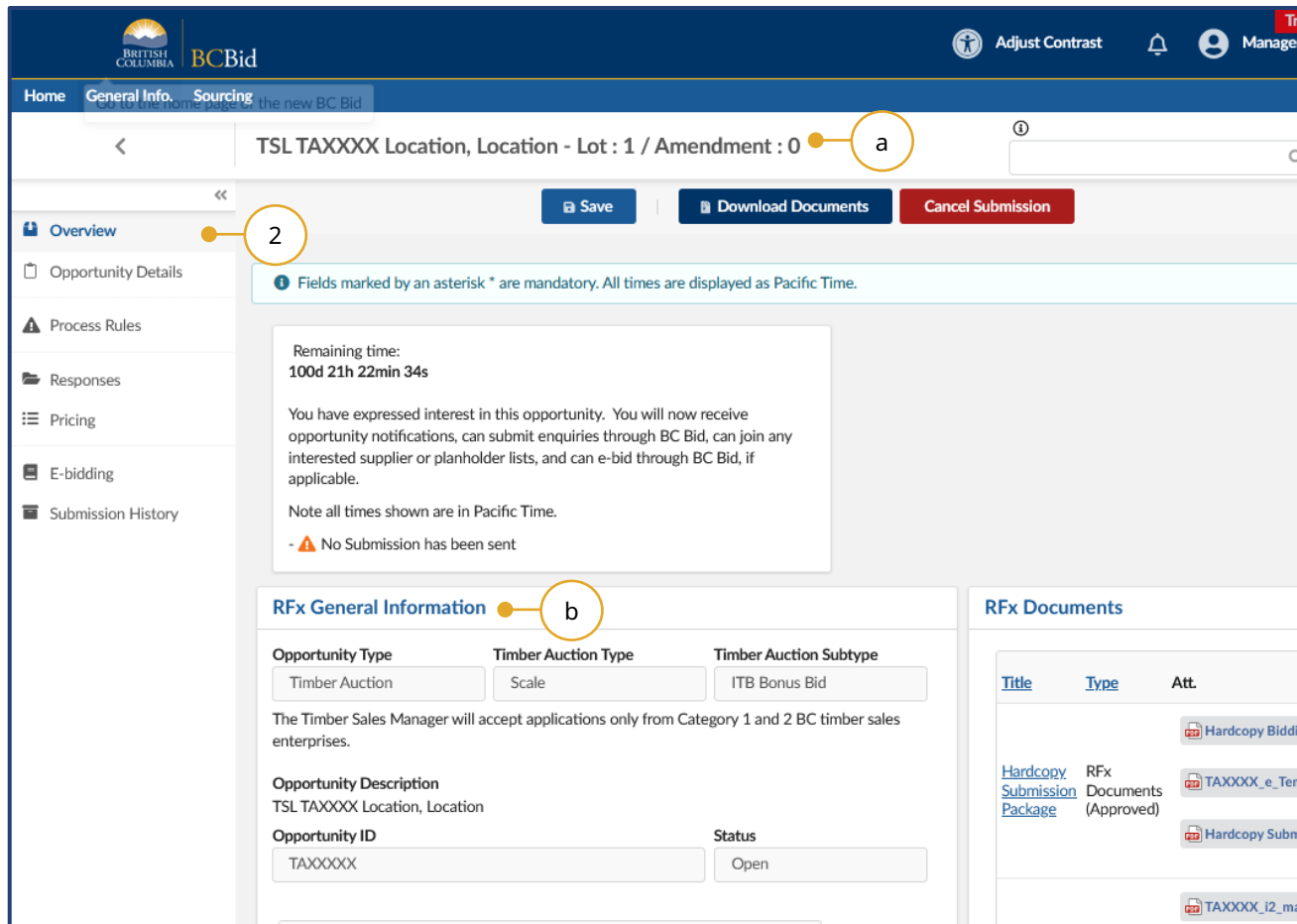
5. The **Start Submission** button will not be visible once it has been selected. Additional tabs will appear on the left-hand menu.

Step 2: Start Your e-Bid Submission – Timber Auction Only

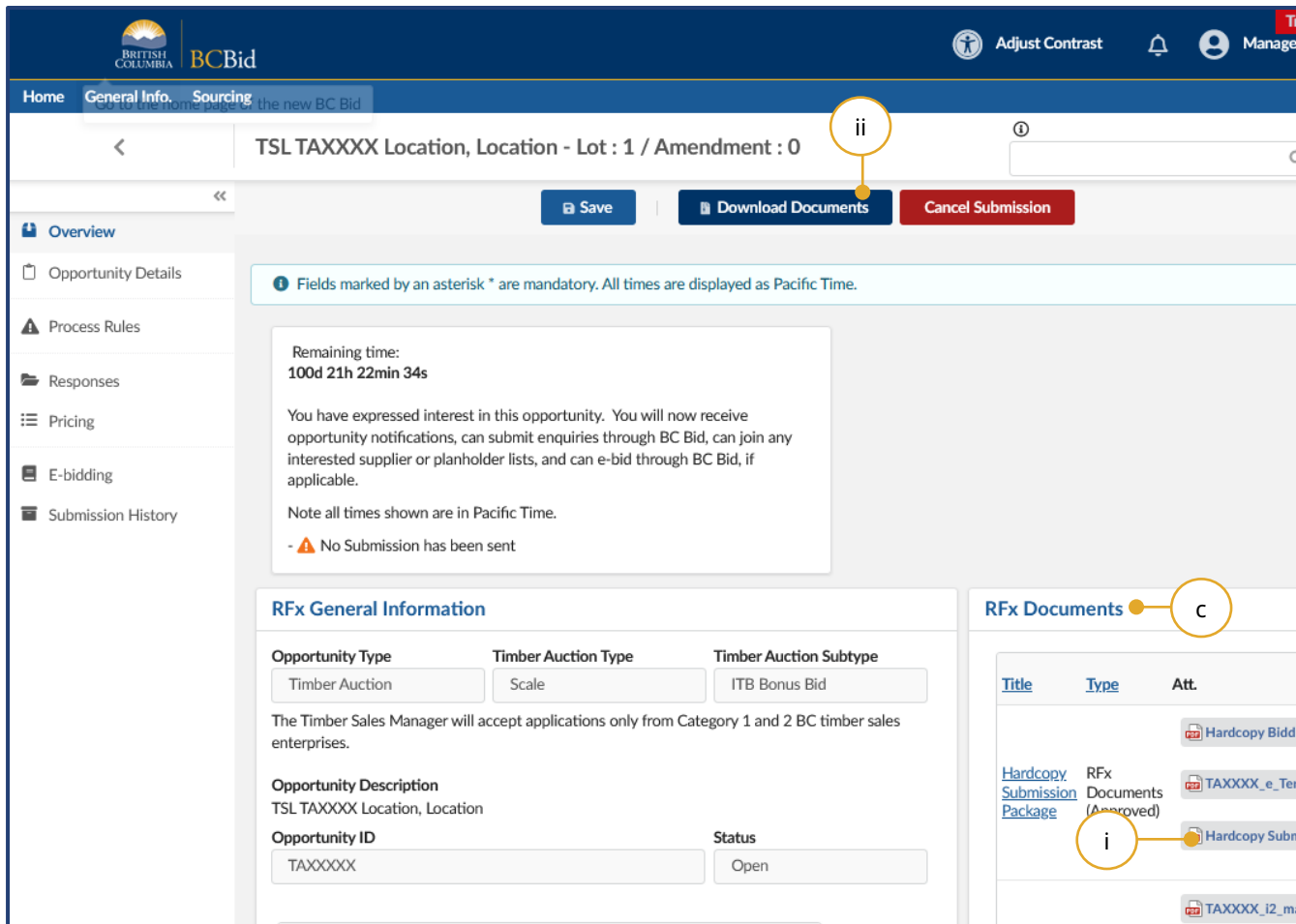
Opportunity Information

The screenshot shows the BCBid web interface for a timber auction opportunity. The breadcrumb trail is 'Home > General Info. > Sourcing'. The opportunity title is 'TSL TAXXXX Location, Location - Lot : 1 / Amendment : 0'. A 'Return' button is visible at the top right of the main content area. On the left, a navigation menu includes 'Overview', 'Opportunity Details', 'Process Rules', 'Responses', and 'Pricing'. The main content area displays a 'Remaining time: 101d 00h 55min 06s' and a green 'Start Submission' button, which is circled with a yellow '1'. Below this, a text box explains the steps after clicking 'Start Submission': (1) being added to a notifications list, (2) receiving change notifications, (3) making enquiries to the Official Contact, (4) adding oneself to an interested supplier list, and (5) submitting an electronic submission. A note at the bottom states that all times are in Pacific Time. Below the main text are sections for 'RFx General Information' and 'RFx Documents'. The 'RFx General Information' section shows 'Opportunity Type' as 'Timber Auction', 'Timber Auction Type' as 'Scale', and 'Timber Auction Subtype' as 'ITB Bonus Bid'. A note below states: 'The Timber Sales Manager will accept applications only from Category 1 and 2 BC timber sales enterprises.' The 'RFx Documents' section has a table with columns 'Title', 'Type', and 'Att.', and a document icon labeled 'Hardco' is visible.

1. Ensure that the **Start Submission** button has been clicked and is no longer visible.



2. Click the **Overview** tab to review the **RFX General Information** and **RFX Documents** sections.
 - a. **Opportunity Description and Lot/Amendment numbers.**
 - b. **RFX General Information** displays Opportunity Type, Timber Auction Type/Subtype, Opportunity Description, Opportunity ID, Issued by/for organization, Commodity Codes, Amendment History, Issue/Closing dates, Submission Instructions, Public Opening (if applicable), and Summary Details.



- c. **RFx Documents** are the attachments related to the opportunity. Depending on the opportunity, the **Opportunity Documents** may need to be completed and included with the submission.
 - i. Click the individual file(s) to download a copy; or,
 - ii. To download all documents, click **Download Documents**.

The screenshot shows the BCBid website interface. At the top, there is a navigation bar with 'Home', 'General Info.', and 'Sourcing'. The main header displays 'TSL TAXXXX Location, Location - Lot : 1 / Amendment : 0'. Below this, there are buttons for 'Save', 'Download Documents', and 'Cancel Submission'. A sidebar on the left contains navigation options: 'Overview', 'Opportunity Details' (highlighted with a red circle and the number '3'), 'Process Rules', 'Responses', 'Pricing', 'E-bidding', and 'Submission History'. The main content area shows a message: 'Remaining time: 100d 21h 06min 06s. You have expressed interest in this opportunity. You will now receive opportunity notifications, can submit enquiries through BC Bid, can join any interested supplier or planholder lists, and can e-bid through BC Bid, if applicable. Note all times shown are in Pacific Time. - No Submission has been sent'. Below this is the 'Official Contact Information' section, which includes a disclaimer and contact details for Emily Wittenberg. The 'Licence' section is partially visible at the bottom.

3. Click the **Opportunity Details** tab to see details related to the opportunity such as: **Official Contact**, and **Timber Sale Licence** information.

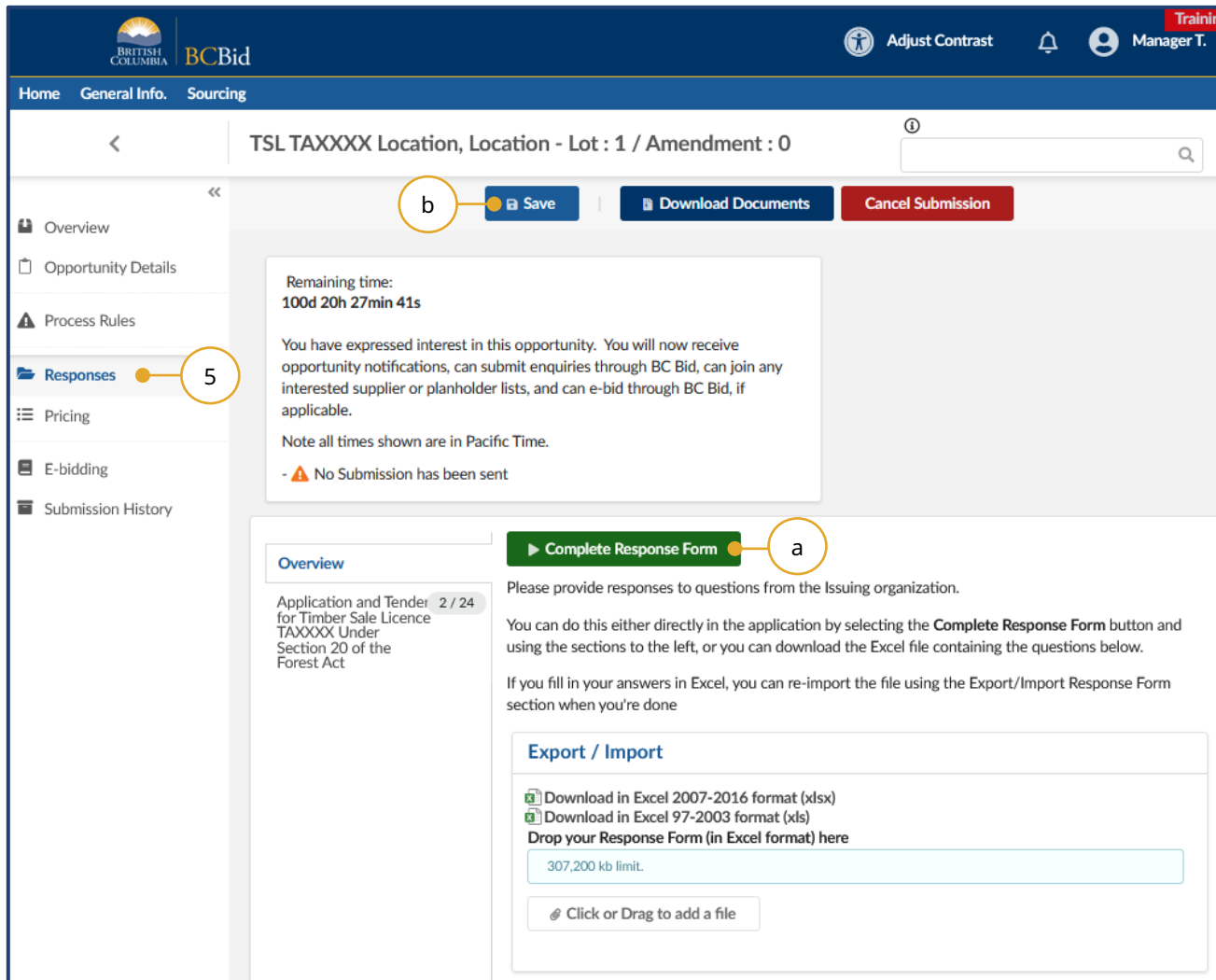
The screenshot shows the BC Bid website interface. At the top, there is a navigation bar with 'Home', 'General Info.', and 'Sourcing'. The main header displays 'TSL TAXXXX Location, Location - Lot : 1 / Amendment : 0'. Below this, there are buttons for 'Save', 'Download Documents', and 'Cancel Submission'. A notification banner states: 'Fields marked by an asterisk * are mandatory. All times are displayed as Pacific Time.' The left sidebar contains a menu with 'Overview', 'Opportunity Details', 'Process Rules' (highlighted with a yellow circle and the number '4'), 'Responses', 'Pricing', 'E-bidding', and 'Submission History'. The main content area shows a 'Remaining time: 100d 20h 45min 26s' and a message: 'You have expressed interest in this opportunity. You will now receive opportunity notifications, can submit enquiries through BC Bid, can join any interested supplier or planholder lists, and can e-bid through BC Bid, if applicable. Note all times shown are in Pacific Time. - No Submission has been sent'. Below this is a large section titled 'INVITATION FOR APPLICATIONS FOR A TIMBER SALE LICENCE UNDER SECTION 20 OF THE FOREST ACT'. The text includes an introduction and a list of eligibility criteria:

1. INTRODUCTION.
Pursuant to the *Forest Act* and to the *BC Timber Sales Regulation*, the timber sales manager invites applications for a timber sales licence (the "**Invitation**"). Terms not otherwise defined in these Process Rules or in the *Forest Act* and its regulations have the meaning given to them in the General Information tab within the BC Bid website. To be eligible to apply for a timber sales licence, an applicant must meet the following criteria (the "**Eligibility Criteria**"):

- the applicant must be registered as a BC timber sales enterprise and be a category of BC timber sales enterprise to which the Invitation has been made available;
- no circumstance which would constitute a deemed cessation of the applicant's registration as a BC timber sales enterprise pursuant to section 9 of the BC Timber Sales Regulation has occurred and is continuing; and
- the applicant has not ceased to be a BC timber sales enterprise.

2. PLACE, DATE AND TIME OF SUBMISSION OF APPLICATIONS.

4. Click **Process Rules** tab to see the **Invitation for Applications for a Timber Sale Licence**.



5. Click the **Responses** tab to reply to questions or provide information needed by the buyer.
 - a. Click the **Complete Response Form** button to view and complete all sections of the **Response Form**.
 - b. Click **Save** once all fields are populated.

Overview
Opportunity Details
Process Rules
Responses
Pricing 6
E-bidding
Submission History

TSL TAXXXX Location, Location - Lot : 1 / Amendment : 0

Save | Download Documents | Cancel Submission

You can either do this directly in the table below, or you can download an Excel version of the table in the Export/Import section above.
If you fill in your answers in Excel, you can re-import the file using the Export/Import Line Items section when you're done.
Your pricing will automatically populate the table.

Total Price
Total Price

Search line items
Search by keyword
Items without pricing

Enter your pricing a
Competitive Portion Bonus Bid Amount + Stumpage

Estimated Competitive Volume	Estimated Competitive Value	Bonus Bid (per cubic metre)	Total Bonus Bid + Stumpage
50,000	2,250,000.00		

1 Result(s)

6. Click the **Pricing** tab.
 - a. The **Pricing** tab will have multiple grids (species breakdown, bonus offer or bonus bid, etc.)

7. To enter the bonus bid, or bonus offer, select the applicable tab.
8. Enter the bonus bid or bonus offer in the applicable field.
9. Click **Save**.

Submit the Response

e-Bid Submission

Note: e-Bidding requires a current e-Bidding subscription. For more information, see the Supplier Guide – account management, subscriptions section.

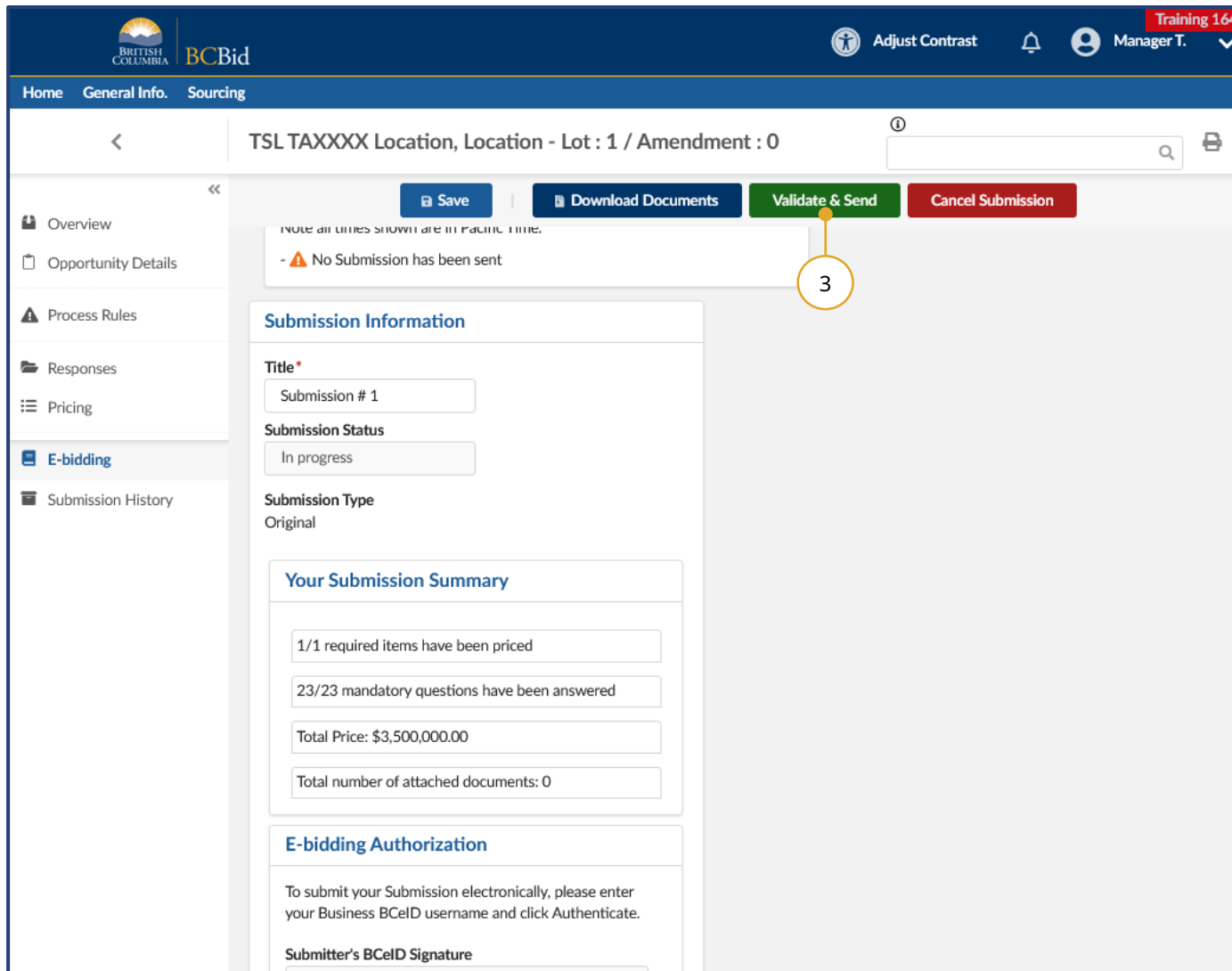
The screenshot shows the BCBid web application interface for submitting a response. The page title is "TSL TAXXXX Location, Location - Lot : 1 / Amendment : 0". The navigation menu includes "Home", "General Info.", and "Sourcing". The left sidebar has "E-bidding" selected, indicated by a yellow circle with the number "1". The main content area is divided into several sections:

- Submission Information** (indicated by a yellow circle with the number "2"): Contains a "Title*" field with the value "Submission # 1" (indicated by a yellow circle with the letter "a"), "Submission Status" set to "In progress", and "Submission Type" set to "Original".
- Your Submission Summary** (indicated by a yellow circle with the letter "b"): Contains four summary items: "1/1 required items have been priced", "23/23 mandatory questions have been answered", "Total Price: \$3,500,000.00", and "Total number of attached documents: 0".
- E-bidding Authorization**: Contains instructions to enter the Business BCBid username and click "Authenticate". The "Authenticate" button is indicated by a yellow circle with the letter "d". The "Enter your Business BCBid username" field is indicated by a yellow circle with the letter "c".

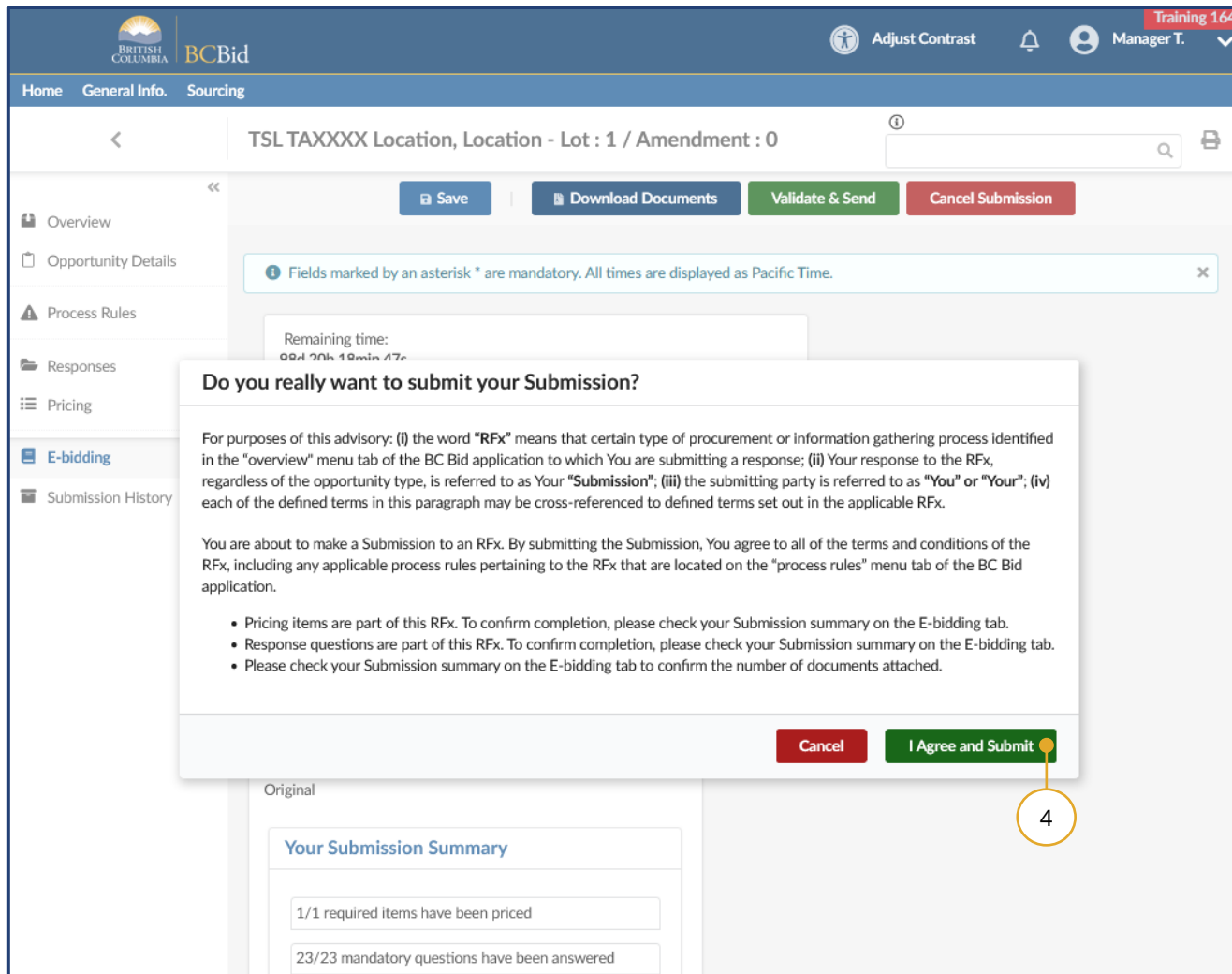
At the top of the main content area, there are three buttons: "Save", "Download Documents", and "Cancel Submission". The top right corner of the page shows "Training 164" and "Manager T." with a dropdown arrow.

1. Click the **e-Bidding** tab.
2. In the **Submission Information** box:
 - a. *Optional:* edit/update the **Title** of the submission
 - b. Review the **Your Submission Summary** section, which lists the number of response form questions completed, and pricing items (see note below).
 - c. Enter your **BCeID username**
 - d. Click **Authenticate**.

Note: attached documents are not applicable for Timber Auctions e-Bid submissions.



3. Click **Validate & Send**.



4. In the dialog box, review the terms then click **I Agree and Submit**.

The screenshot shows the BC Bid web application interface. At the top, there is a navigation bar with the BC Bid logo, user profile 'Manager T.', and utility icons for 'Adjust Contrast' and a notification bell. Below the navigation bar, the page title is 'TSL TAXXXX Location, Location - Lot : 1 / Amendment : 0'. A left-hand sidebar contains menu items: Overview, Opportunity Details, Process Rules, Responses, Pricing, E-bidding, and Submission History. The main content area features a notification banner at the top stating: 'Response Received on 2022-06-08 3:07:20 PM. Your Submission has been successfully submitted. Issuing organization has been notified. Access "submission history" to view Submissions to this opportunity.' Below this, a 'Remaining time' box shows '98d 20h 04min 22s' and provides instructions on receiving notifications and submitting enquiries. The 'Submission Information' box contains the following details: Title: Submission # 1; Submission Status: Received (highlighted with an orange circle and the number 5); Submission Type: Original. At the bottom, a 'Your Submission Summary' box shows progress: '1/1 required items have been priced' and '23/23 mandatory questions have been answered'.

5. In the **Submission Information** box, the **Submission Status** will update to **Received** (from **In Progress**).

Step 3: Amendments

Overview

If an opportunity is amended, any bids previously submitted will be rejected. Interested suppliers will need to submit a new response to the amended version of the opportunity. Amendments represent a large/substantial change to the opportunity.

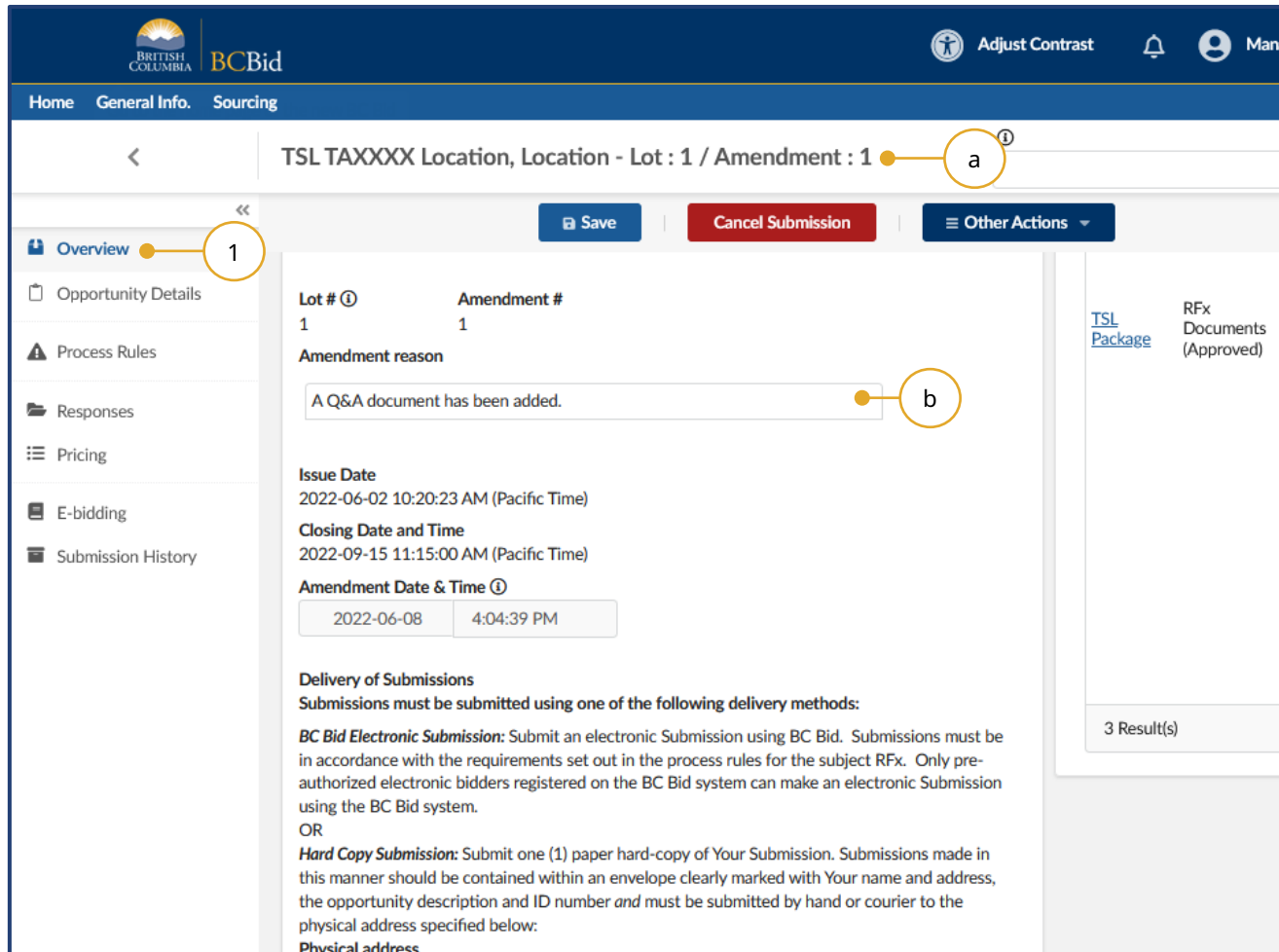
Suppliers are responsible for monitoring BC Bid for amendments. If a supplier user has clicked the **Start Submission** button, that user will receive notification that an amendment has been issued.

Opportunities that have been amended can be identified by:

- In **Manage Submissions**, the submission will revert to the **Start** submission status (from **In Progress** or **Received**)
- Receive an email indicating that there was an update to the opportunity

Amendment

Look for Changes



1. Click the **Overview** tab.
 - a. The **Title** of the opportunity will indicate what Lot/Amendment version is issued.
 - b. In the **Amendment Reason** section, review the reason for the current amendment.
 - c. If applicable, in the **Amendment History** section, review any previous amendment details.

Re-submit an e-Bid after amendment

The screenshot shows the BCBid supplier dashboard. The top navigation bar includes 'Home', 'General Info.', 'Sourcing', and 'My Subscriptions'. A dropdown menu is open under 'Sourcing', with 'Manage Submissions' highlighted. A red circle with the number '2' points to this menu item. On the left sidebar, a red circle with the number '6' points to the 'Submissions in Progress' widget. The dashboard contains several widgets: 'Submissions in Progress' (with a red circle '6'), 'My Subscriptions' (showing 1 result), 'Performance', 'Supplier Resources', 'Closing Soon', 'Supplier Status', and 'Recently Amended'. The 'Recently Amended' widget shows a table with columns for Opportunity ID, Opportunity Description, Amendment #, and Amendment.

1. If a Timber Auction opportunity has been amended after a supplier submits an e-Bid, then the e-Bid is cancelled and must be re-submitted in the application.
2. From the **Home** page, click the **Sourcing** drop down menu, and then **Manage Submissions**. Alternatively, click on **Submissions in Progress** on the left side of the home page.

The screenshot shows the 'Manage Submissions' interface. At the top, there is a navigation bar with 'Home', 'General Info.', and 'Sourcing'. Below this is a search and filter section with a search bar and several filter dropdowns: 'Submission Progress', 'Opportunity ID', 'Status' (set to 'Open'), and 'Organization'. A yellow circle labeled '3' is positioned above the search bar. Below the filters are 'Search' and 'Reset' buttons. The main content is a table with columns: 'Submission Progress', 'Opportunity Description', 'Opportunity ID', 'Opportunity Type', 'Organization', 'Lot #', 'Amendment #', 'Last Updated', 'Status', and 'Remaining'. The first row of the table shows a submission with 'In Progress' status, 'TSL TAXXXX Location, Location' description, 'TAXXXX' ID, 'Timber Auction' type, and 'Open' status. A yellow circle labeled '4' highlights the 'In Progress' link in this row.

Submission Progress	Opportunity Description	Opportunity ID	Opportunity Type	Organization	Lot #	Amendment #	Last Updated	Status	Remaining
In Progress	TSL TAXXXX Location, Location	TAXXXX	Timber Auction	<ul style="list-style-type: none"> Chinook Ministry of Forests, Lands, Natural Resource Operations and Rural Development 	1	1		Open	97d 22h 25i

3. Locate the opportunity in the list. This list can be filtered using the fields at the top.
4. Click on the hyperlink under **Submission Progress** to access the e-Bid submission for the opportunity.

Note: **Submission Progress** will show **Start** after an amendment.

The screenshot shows the BC Bid web application interface. At the top, there is a navigation bar with the BC Bid logo, user information (Manager T.), and a 'Training 1.64' badge. Below the navigation bar, the page title is 'TSL TAXXXX Location, Location - Lot : 1 / Amendment : 1'. The main content area is divided into a left sidebar with navigation options (Overview, Opportunity Details, Process Rules, Responses, Pricing, E-bidding, Submission History) and a main panel. The main panel contains a 'Save' button, a 'Cancel Submission' button, and an 'Other Actions' dropdown menu. The dropdown menu is open, showing three options: 'Copy last Submission', 'Copy an existing Submission', and 'Download Documents'. The 'Copy last Submission' option is highlighted with a yellow circle containing the number '5'. Below the dropdown menu, there is a 'Remaining time' section showing '97d 22h 08min 02s' and a 'Submission Information' section with fields for 'Title*' (Submission # 1), 'Submission Status' (In progress), and 'Submission Type' (Original). At the bottom, there is a 'Your Submission Summary' section with four rows of information: '0/1 required items have been priced', '2/23 mandatory questions have been answered', 'Total Price: \$ 0.00', and 'Total number of attached documents: 0'.

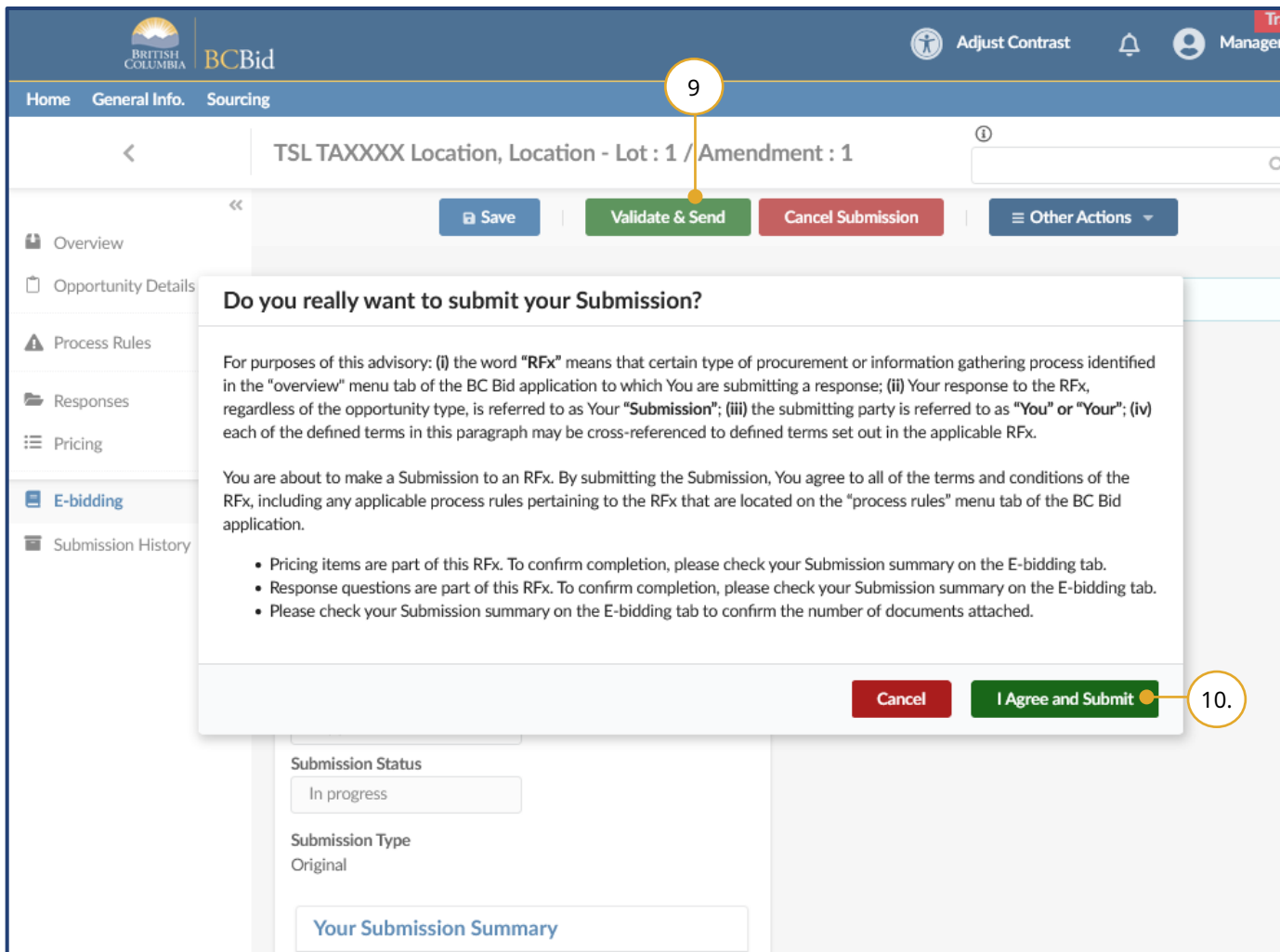
- Click on the **Other Actions** dropdown menu and select **Copy last Submission**. Click **OK** after reviewing the popup message.

The screenshot displays the BC Bid web application interface. At the top, there is a navigation bar with the BC Bid logo and user information. Below this is a breadcrumb trail: Home > General Info > Sourcing. The main header shows the current opportunity: TSL TAXXXX Location, Location - Lot : 1 / Amendment : 1. A left-hand navigation menu is visible, with the 'Responses' tab highlighted by a yellow circle and the number '6'. The main content area features a notification box stating: 'Remaining time: 97d 22h 04min 12s'. Below this, a message reads: 'You have expressed interest in this opportunity. You will now receive opportunity notifications, can submit enquiries through BC Bid, can join any interested supplier or planholder lists, and can e-bid through BC Bid, if applicable. Note all times shown are in Pacific Time. - No Submission has been sent'. Below the notification is a 'Submission Information' section with fields for Title (Copy of Submission # 1), Submission Status (In progress), and Submission Type (Original). At the bottom, a 'Your Submission Summary' section shows progress bars for '1/1 required items have been priced', '23/23 mandatory questions have been answered', and 'Total Price: \$3,500,000.00'.

- Review all tabs on the left-hand menu, and update response form (**Responses** tab) and bonus bid or bonus offer (**Pricing** tab), if applicable.

The screenshot displays the BCBid interface for a submission. The top navigation bar includes 'Home', 'General Info.', and 'Sourcing'. The main header shows the submission title 'TSL TAXXXX Location, Location - Lot : 1 / Amendment : 1'. The left sidebar contains a menu with 'E-bidding' selected and circled with a yellow circle containing the number '7'. The main content area features a 'Submission Type' of 'Original' and a 'Your Submission Summary' section with a yellow dot 'a' pointing to the title. This summary includes four items: '1/1 required items have been priced', '23/23 mandatory questions have been answered', 'Total Price: \$3,500,000.00', and 'Total number of attached documents: 0'. Below the summary is the 'E-bidding Authorization' section, which contains a text input field for 'Enter your Business BCeID username' (circled with 'a') and an 'Authenticate' button (circled with 'c'). At the bottom, a yellow warning box lists three error messages: 'Your Business BCeID username is required to submit Your Submission.', 'If the Business BCeID field is locked, you have no active "e-bidding" subscription. Submit via another permitted Submission delivery route (see "overview" tab) or activate a subscription.', and 'The title of your Submission includes "Copy of". We recommend changing it to something more informative.'

7. Click the **e-Bidding** tab.
8. In the **Submission Information** box:
 - a. Review the **Your Submission Summary** section, which lists the number of response form questions completed and pricing items.
 - b. Enter your **BCeID username**
 - c. Click **Authenticate**.



9. Click **Validate & Send**.
10. In the dialog box, review the terms and click **I Agree and Submit**.
11. Confirmation of receipt of submission will show at the top of the screen, and can also be found on the left-hand menu under the **Submission History** tab.

Withdraw an e-Bid Submission

The screenshot displays the BC Bid interface for a specific opportunity. The navigation menu on the left includes Overview, Opportunity Details, Process Rules, Responses, Pricing, E-bidding, and Submission History. The main content area shows a submission with the following details:

- Notification:** Response Received on 2022-06-14 1:33:27 PM
- Remaining time:** 92d 21h 08min 14s
- Text:** You have expressed interest in this opportunity. You will now receive opportunity notifications, can submit enquiries through BC Bid, can join any interested supplier or planholder lists, and can e-bid through BC Bid, if applicable. Note all times shown are in Pacific Time.

The 'Submission History' table is shown below:

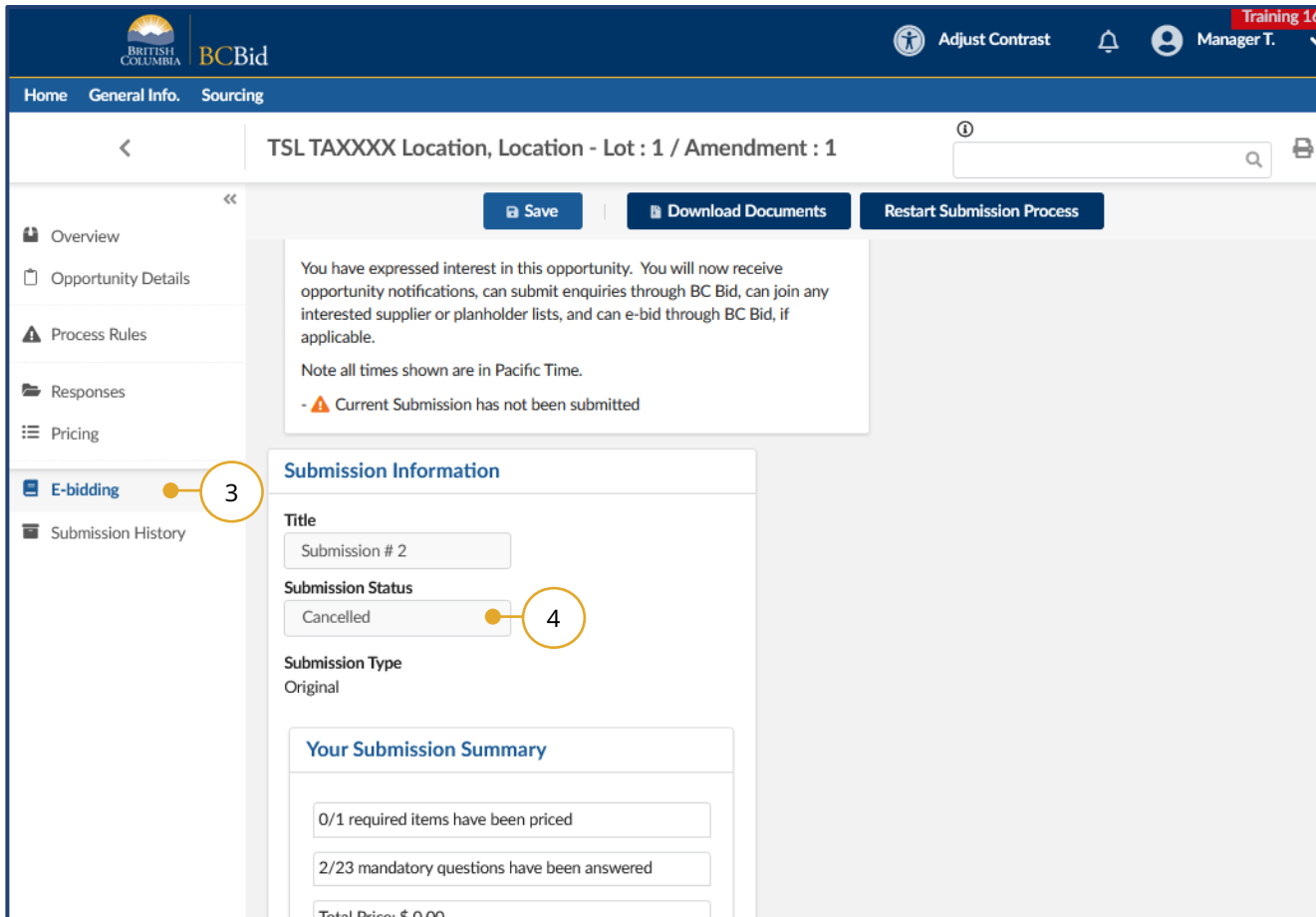
Opportunity Description	Title	Status	Received on (Pacific Time)	Decision	Withdraw Submission
TSL TAXXXX Location, Location - 1	Copy of Submission # 1	Received	2022-06-14 1:33:27 PM		<input type="text" value="Submission withdrawn"/>

1. When viewing the opportunity, click the **Submission History** tab.
2. In the **Withdraw Submission** column, use the drop-down list to select **Submission Withdrawn**.
3. Click **Save**.
4. After saving, confirm that the **Status** has changed from **Received** to **Cancelled**.

Cancel an In-Progress submission

The screenshot shows the BC Bid system interface for an opportunity titled "TSL TAXXXX Location, Location - Lot : 1 / Amendment : 1". The top navigation bar includes "Home", "General Info.", and "Sourcing". The user is identified as "Manager T.". The main content area is divided into "RFX General Information" and "RFX Documents". In the "RFX General Information" section, the "Opportunity Type" is "Timber Auction", "Timber Auction Type" is "Scale", and "Timber Auction Subtype" is "ITB Bonus Bid". The "Opportunity Description" is "TSL TAXXXX Location, Location". The "Opportunity ID" is "TAXXXXXX" and the "Status" is "Open". The "Issued by" is "Ministry of Forests, Lands, Natural Resource Operations and Rural Development" and the "Issued for" is "Chinook". The "Main Commodity" is "Forestry harvesting". In the "RFX Documents" section, there is a table with columns "Title", "Type", and "Att.". The first row is "Q&A", "RFX Documents (Approved)", and "4 Question". The second row is "Hardcopy Submission Package", "RFX Documents (Approved)", and "Hardcopy!". The "Cancel Submission" button is highlighted with a red circle and the number "1".

1. While viewing the opportunity, click **Cancel Submission**.
2. In dialog box, click **OK** to confirm cancellation of the submission.



3. Click on the **e-Bidding** tab.
4. Confirm that the **Submission Status** is **Cancelled** (previously **In Progress**).

Appendix 1: BC Bid Help Desk

Help desk hours: 8:30 am to 4:30 pm Monday to Friday

Email: bcbid@gov.bc.ca

Phone:

Direct: 1-250-387-7301

Toll Free (BC only): 1-800-663-7867

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