



Procurement Services - Ministry of Technology, Innovation and Citizens' Services BC Bid™ System

BC Timber Sales Supplier's Guide to Registering for e-Bidding

NOTE: You must register for an e-bidding key prior to submitting an electronic bid. The registration process can take several business days to complete so please plan ahead. You do not need to register to browse opportunities.

BC Bid URL: <http://www.bcbid.gov.bc.ca>



Registering for an e-Bidding Key

The screenshot shows the BC Bid website interface. On the left is a navigation sidebar with the BC Bid logo and links for 'BC Bid Home', 'Logon to BC Bid', 'BC Bid Resources', 'Vendor Complaints - Procurements Issued by Ministries', 'News', and 'Help for BC Bid'. The main content area is titled 'e-Procurement in B.C. BC Bid' and includes a description of the service, a 'Browse' link for bid opportunities, and a 'Register now' section for value-added services. On the right, there is a sidebar menu with three main categories: 'Supplier', 'Public Sector Buyer', and 'Browse BC Bid'. Under 'Supplier', there is a link for 'Registration Tutorial and FAQs' which is highlighted with a red arrow. Other links include 'Supplier', 'Public Sector Buyer', 'Browse BC Bid', and 'Downloadable guides'.


- Go to the BC Bid™ Home page

<http://www.bcbid.gov.bc.ca>

- Click on **Registration** under **Supplier**
- Read the Terms and Conditions of Use and if you understand and agree, click **I Agree** at the bottom of the page.



Registering for an E-Bidding Key



B.C. HOME
BC Bid™ Home
Logon to BC Bid™

- BC Bid Resources
- Vendor Complaints - Procurements Issued by Ministries
- News

[Help for BC Bid](#)

- Help Desk open from 8:30am - 4:30pm M-F
- Contact us by e-mail
- Phone Numbers/Help

Self Registration

[Back](#)

Personal Information:

Given Name: *

Middle Name:

Surname: *

Account Type: [?](#) * BC Bid Account BCeID Account

Create a User ID: *

Password: *

Confirm Password: *

Telephone: * Country Code Area Code * Number * Extension

E-mail address: *

Postal Code: * Please ensure that you include your accurate postal code

Are you registering for the Ministry of Forests and Range (MFR) Hired Equipment Program? Yes No

Are you registering for the Ministry of Forests and Range (MFR) Engineering Services? Yes No

* indicates a required field.

Submit and Continue

Note: If you are already registered with BC Bid but have not subscribed to e-Bidding, log into BC Bid and select **Register for e-Bid**. Move to the next page of instructions.

- Enter your contact information and specify a User ID and Password. You will have a chance later in the registration process to add company information. Click **Submit and Continue**.




Registering for an E-Bidding Key

- Click on [E-BIDDING AUTHORIZATION FORM](#) to download the authorization form. This form **must** be filled in and faxed or emailed to BC Bid as part of the subscription process.
 - Select the Yes radio button for **e-Bid** and select the No radio button for “Are you the person in your company paying for the e-Bid service?” *BCTS will cover this cost during the pilot phase of this project.*
- NOTE: your BCTS registrant # is required on the authorization form
- Select **Submit and Continue**

Note: If you are interested in the e-Notification service, the cost is \$100 plus tax per year. Select the Yes radio button. After you complete this page and select Submit and Continue you will be taken to a page where you can provide payment details. Note: BCTS is not paying for this service.



Registering for an E-Bidding Key

 **BRITISH COLUMBIA**


B.C. HOME

- Opportunities
- Contract Awards
- Unverified Bid Results
- My Profile
- My Documents
- Register Company
- BC Bid Time

Register for eBid

Guides

Exit from BC Bid

 [Help for BC Bid](#)

- [Need help?](#)

Self Registration for e-Bid

Company Information:

Legal Name:

Doing Business As (if different):

Registered BC Company Number:

Business Class:

Your Job Title:

Telephone:

Country Code	Area Code	Number	Extension
<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fax:

Mobile:

E-mail Address:

Website Address:

Your Company Address:

Country:

Province:

Address Line 1:

Address Line 2:


Address Line 3:

Address Line 4:

City:

Postal Code:

* indicates a required field.

Submit and Continue 

- Click Register Company
- Enter company details and click **Submit and Continue** to complete this portion of the online registration.
- Fill out the authorization form you downloaded on the previous screen, complete, sign and fax it to BC Bid at 250-387-7310 or email to bcbid@gov.bc.ca
- BC Bid will notify you by email, typically within 1-2 business days, when your form has been processed and you are ready to eBid!