

**Ministry of Energy, Mines and Low Carbon Innovation**  
**eBidding Help Guide**

May 2021



## eBidding

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eBidding, a part of the integrated Petroleum System (iPS), enables clients to acquire Petroleum and Natural Gas (PNG) rights through an electronic bidding process. Clients will be able to select the parcels being offered at the monthly crown sale, and if interested in acquiring the rights, submit bid requests using this system.

### Getting Started

**To access the eBidding system you will need the following:**

**If you are the first to register in your company for eBidding and you are to be the Company Administrator:**

- ▶ A Business BCeID ('BCeID') account from <https://www.bceid.ca/>
- ▶ Access to eBidding granted by the Ministry. Email [png.epayments@gov.bc.ca](mailto:png.epayments@gov.bc.ca) to obtain access to eBidding with your BCeID.

**If you already have an eBidding Company Administrator:**

- ▶ Contact your eBidding Company Administrator to be provided access to eBidding and be assigned one of the eBidding Roles. Your Role defines what you can do in eBidding.

### eBidding Roles

**The level of access is defined by your eBidding Role. There are five roles:**

- ▶ **VIEWER** - View bids and generate reports for your company.
- ▶ **CREATOR** - View bids and generate reports for your company AND create bids.
- ▶ **SUBMITTER** - View bids and generate reports for your company AND submit bids.
- ▶ **BIDDER** - View bids and generate reports for your company AND create and submit bids.
- ▶ **ADMIN** - View bids and generate reports for your company AND create and submit bids AND manage Company users AND edit Company Profile.

### Logon

*eBidding* is accessible using any corporate BCeID username and password.

- ▶ Enter your username.
- ▶ Enter your password.

- ▶ Click Continue.

Log in with BCeID Client Test

**User ID**  
Use a Business or Basic BCeID

**Password**

**Continue**

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

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

The system will direct you to the eBidding home screen.

## Logout

You can leave *eBidding* at any time and the data last entered will be saved.

- ▶ On the menu bar, click Logout.

## Parcels for Sale

Logging in to eBidding displays a list of the *Parcels for Sale* in the upcoming Sale. To view details of each Sale Parcel, click the *Expand* icon to the left of each parcel.

### Actions Available on This Page

#### Create Draft Bid

- ▶ This function is available to **CREATOR**, **BIDDER**, and **ADMIN**
- ▶ Draft bids will not be considered by the Ministry.

- ▶ A draft bid is created by clicking the icon next to the Sale Parcel you wish to bid on. Only one draft bid can be created per company and Sale Parcel. If another user in your organization has already created a draft bid for the parcel you will not be able to create another bid for that parcel. Likewise, if a bid has already been submitted for that parcel from your organization you cannot create another bid for the parcel. Draft bids will not be considered by the Ministry.

The screenshot shows the 'Parcels for Sale' interface. At the top, there is a navigation bar with 'Parcels for Sale', 'Bids', and 'Help' links. The main content area displays a table of parcels and an expanded details view for parcel 65410.

Parcel #	Type	Reference #	Term(yrs)	Ha	Rent (\$/ha)	Fees	Actions
65407	DL	2103002	4	1780	\$3.50	\$500.00	
65408	DL	2103003	3	795	\$3.50	\$500.00	
65409	DL	2103004	4	1325	\$3.50	\$500.00	
65410	PNG	2103001	10	273	\$7.50	\$500.00	

**TRACT 1**  
 NTS 094-J-10 BLK 1 UNITS 26 27 36 37  
 INCLUDING PETROLEUM AND NATURAL GAS ALL ZONES

**CAVEATS**  
 SEASONAL ACCESS RESTRICTIONS MAY APPLY.  
 PARCEL IS LOCATED NEAR A RESERVE OF THE SAULTEAU FIRST NATIONS.  
 - ECOLOGICAL RESERVE  
 - VISUAL QUALITY OBJECTIVES  
 POTENTIAL FOR ARCHAEOLOGICAL RESOURCES EXISTS; ARCHAEOLOGICAL IMPACT ASSESSMENT MAY BE REQUIRED.

This is the eBidding home screen with details expanded.

## Bids

The **Bids** screen is composed of **Drafts**, **Current** and **Historical** tabs.

### Drafts

The **Drafts** tab displays the draft bids that have been created for the upcoming sale. If the draft bid is not submitted prior to 12:00 PM PST during the sale day, it will be marked as **EXPIRED** and can no longer be submitted. The expired draft bids stay **EXPIRED** until the sale results have been made public.

### Actions Available on This Page

#### Export reports in CSV or PDF

- ▶ This function is available to all users.
- ▶ All the draft bids displayed are exported into the CSV or PDF.

#### Edit Draft Bid

- ▶ This function is available to **CREATOR**, **BIDDER** and **ADMIN**.
- ▶ Draft bids may be edited an unlimited number of times before being submitted. Upon submitting, draft bids become **SUBMITTED** and can no longer be edited.

## Submit Bid

- ▶ This function is available to **SUBMITTER**, **BIDDER** and **ADMIN**.
- ▶ **Only submitted bids will be considered by the Ministry.** Bids can be submitted up until 12:00 PM PST on the sale date.

## Delete Draft Bid

- ▶ This function is available to **CREATOR**, **BIDDER** and **ADMIN**.
- ▶ Deleted draft bids will no longer be visible for the user. After a draft bid has been deleted for the parcel you may create another new draft bid. It will allow you to recreate another draft bid through the *Add Draft Bid* function of the *Parcel for Sale* screen.

## Download Draft Bid Info in PDF

- ▶ This function is available to all users.
- ▶ The selected draft bid is exported to PDF and includes all information associated with the draft bid.

The screenshot shows the 'Integrated Petroleum System' interface. At the top, there is a navigation bar with 'Parcels for Sale', 'Bids', and 'Help' on the left, and 'You are logged in as: WNeil Bidder from IBSC' and a 'Logout' button on the right. The main content area is titled 'Bids' and has three tabs: 'Drafts', 'Current', and 'Historical'. The 'Drafts' tab is active. Below the tabs, there is a 'Draft Bids' section with an 'Export' button and two sub-buttons: 'CSV' and 'PDF'. A table displays the draft bids with the following columns: Parcel #, Sale Date, Status, Title Owner(s), Ha, Price/Ha, Fee, Rent, Fee + Rent, Bonus, Total Bid, and Actions. The table contains three rows of data:

Parcel #	Sale Date	Status	Title Owner(s)	Ha	Price/Ha	Fee	Rent	Fee + Rent	Bonus	Total Bid	Actions
65407	Mar 10, 2021	Draft	ITSY BITSY SPIDER CORPORATION	1780	\$10.26	\$500.00	\$6,230.00	\$6,730.00	\$18,270.00	\$25,000.00	>> 🗑️ 📄
65409	Mar 10, 2021	Draft	LADYBUG LTD BLACK WIDOW CORPORATION ITSY BITSY SPIDER CORPORATION	1325	\$14.24	\$500.00	\$4,637.50	\$5,137.50	\$18,862.50	\$24,000.00	>> 🗑️ 📄

This is the draft bids tab.

## Current

The **Current** tab displays the submitted bids for the upcoming sale. The status of the bids stays submitted until the sale has been marked public by the Ministry. The status then changes to **SUCCESSFUL** or **UNSUCCESSFUL**

## Actions Available on This Page

### Export reports in CSV or PDF

- ▶ This function is available to all users.
- ▶ All bids displayed are exported into the CSV or PDF.

## Withdraw Bid

- ▶ This function is available to **SUBMITTER**, **BIDDER** and **ADMIN**.
- ▶ Bids can be Withdrawn up until 10 minutes before 12:00 PM PST of the sale day.
- ▶ Withdrawn bids **will not** be considered by the Ministry.
- ▶ Withdrawn bids will revert to a draft bid and can be edited and resubmitted.

## Download Bid Info in PDF

- ▶ This function is available to all users.
- ▶ The selected bid is exported into PDF and includes all information associated with the bid.

BRITISH COLUMBIA Integrated Petroleum System

Parcels for Sale Bids Help You are logged in as: WNeil Bidder from BSC Logout

Bids

Drafts Current Historical

Current Bids

Export CSV PDF

Parcel #	Sale Date	Status	Title Owner(s)	Ha	Price/Ha	Fee	Rent	Fee+Rent	Bonus	Total Bid	Actions
65408	Mar 10, 2021	SUBMITTED	ITSY BITSY SPIDER CORPORATION	795	\$2.16	\$500.00	\$2,782.50	\$3,282.50	\$1,717.50	\$5,000.00	

This is the current bids tab.

## Historical

The **Historical** tab displays the result of the past bids. The day after the sale has been set public the current bids move to the historical bids.

## Actions Available on This Page

- ▶ This function is available to all users.

The screenshot shows the 'Bids' section of the Integrated Petroleum System. It features a navigation bar with 'Parcels for Sale', 'Bids', and 'Help'. The user is logged in as 'WNeil Bidder from IBSC'. The 'Bids' section has tabs for 'Drafts', 'Current', and 'Historical'. The 'Historical Bids' table includes columns for Parcel #, Sale Date, Status, Title Owner(s), Ha, Price/Ha, Fee, Rent, Fee+Rent, Bonus, and Total Bid. The table contains several rows, with one row highlighted in green indicating a successful bid with title issued.

Parcel #	Sale Date	Status	Title Owner(s)	Ha	Price/Ha	Fee	Rent	Fee+Rent	Bonus	Total Bid
65398	Feb 11, 2021	UNSUCCESSFUL	STICK INSECT LTD	367	\$2,715.93	\$500.00	\$2,752.50	\$3,252.50	\$996,747.50	\$1,000,000.00
65408	Mar 10, 2021	UNSUCCESSFUL	ITSY BITSY SPIDER CORPORATION	795	\$2.16	\$500.00	\$2,782.50	\$3,282.50	\$1,717.50	\$5,000.00
65400	Feb 11, 2021	UNSUCCESSFUL	LADYBUG LTD	279	\$26.55	\$500.00	\$2,092.50	\$2,592.50	\$7,407.50	\$10,000.00
			BLACK WIDOW CORPORATION							
			STICK INSECT LTD							
65397	Mar 05, 2021	SUCCESSFUL - TITLE ISSUED	ITSY BITSY SPIDER CORPORATION	25	\$960.00	\$500.00	\$500.00	\$1,000.00	\$24,000.00	\$25,000.00
65404	Feb 24, 2021	UNSUCCESSFUL	ITSY BITSY SPIDER CORPORATION	780	\$9.32	\$500.00	\$2,730.00	\$3,230.00	\$7,270.00	\$10,500.00

This is the historical bids tab.

## Documents

*Title documents* become available in eBidding after the Ministry determines the successful bidder and title holders have been notified.

- ▶ This menu is only available to **ADMIN** users.
- ▶ The **Download in PDF** allows you to view and print the title document.

The screenshot shows the 'Documents' section of the Integrated Petroleum System. It features a navigation bar with 'Parcels for Sale', 'Bids', 'Documents', 'Messages', 'Company Profile', 'Company Users', 'Clients Authorized', and 'Help'. The user is logged in as 'MValenzuela Administrator from IBSC'. The 'Documents' section shows 'Title Documents available for download' and a table with columns for Title, Origin #, Issue Date, Effective Date, Expiry Date, Term, Area (Ha), and Actions. One row is visible with a download icon.

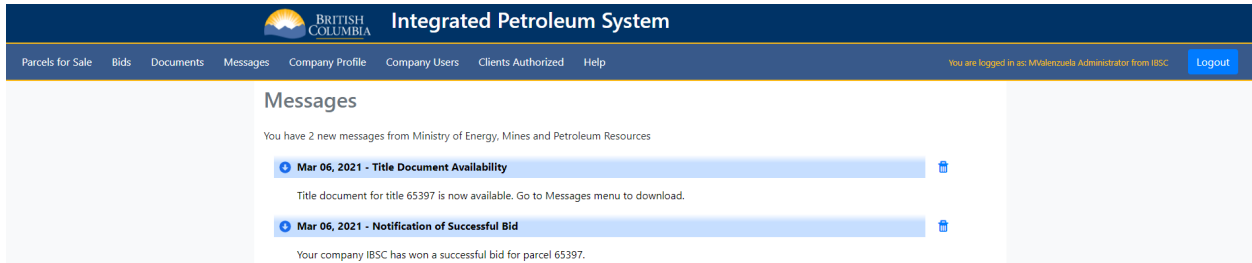
Title	Origin #	Issue Date	Effective Date	Expiry Date	Term	Area (Ha)	Actions
PNG 65397	PCL 65397	Mar 06, 2021	Mar 06, 2021	Mar 06, 2031	10	500	

This is the documents screen.

## Messages

A notification email is sent to the company admins after sale day is complete informing them a message is available to view. This screen displays the detailed messages, such as the company has won a bid or a new title is available for download.

- ▶ This menu is only available to **ADMIN** users.
- ▶ Admins can click the delete icon to clean up the messages.



This messages screen is expanded to display the details.

## Company Profile

The **Company Profile** screen allows company admins to edit company information such as the company address and banking information.

- ▶ This menu is only available to **ADMIN** users.
- ▶ Admins can click the edit icon to update company profile.



This is the company profile screen.

## Company Users

The **Company Users** screen allows company admins to manage their organization's eBidding users.

- ▶ This menu is only available to **ADMIN** users.
- ▶ Admins can add new users, assign roles, delete user accounts and deactivate access.



* Name	Phone#	Fax#	* Email	BCell User ID	eBidding Role	Actions
Brad Williams	250-111-1234		abc@test.com		Bidder	
John Doe	250-234-1111	234-333-3333	test@gmail.com		Admin	

This is the company users screen.

## Clients Authorized

The **Clients Authorized** screen displays the companies that you have authorized to bid on behalf of your company.

- ▶ This menu is only available to **ADMIN** users.
- ▶ To authorize another company to bid on your behalf please contact the Ministry.

Client Code	Client Name	Maximum Bid Amount
LATD	LADYBUG LTD	\$100,000.00
BLWC	BLACK WIDOW CORPORATION	\$20,000.00
STIL	STICK INSECT LTD	\$15,000.00

This is the clients authorized screen.

## Contact Information

Ministry of Energy, Mines and Low Carbon Innovation  
 Oil and Gas Division  
 Tenure and Geoscience Branch

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