

**Important Advisory**

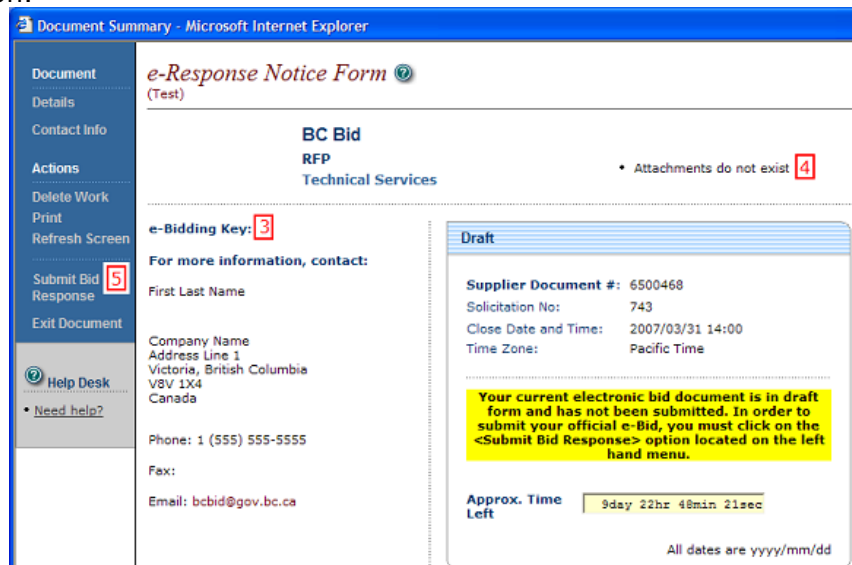
BC Bid is optimized for Internet Explorer 7 and requires that your browser accepts cookies and pop-ups, and has JavaScript enabled. You may experience difficulties using the system with another browser. The BC Bid help desk is available to assist you should you encounter difficulties, at 250 387-7301.

**Step 1 – Log On and open the Opportunity Notice**

Log on with your username and password to BC Bid ([www.bcbid.ca](http://www.bcbid.ca), Logon link is on the left-hand side). After logging on click **Opportunities** in the left-hand menu, then Browse to find and open the opportunity.

**Step 2 – Create e-Bid Response Form**

Once the Opportunity Notice is open on your screen, click on **Bid Response** in the left-hand menu. Click the **Create** button, then read the Terms and Conditions of Use. An e-Response Notice Form will be created if you click the **I Agree** button.



**Step 3 – e-Bidding Key**

Click onto **e-Bidding Key**. Enter the company e-Bidding Key and click **Submit**.

**Step 4 – Upload Attachment(s)**

Click onto **Attachments do not Exist**. Enter an attachment title and then click on the **Browse** button to the right to find the document on your computer. Double-click on the file to return to the Attachments screen. Click **Submit Return** to upload the document to the BC Bid server.

The link will update to Attachments Exist. To double-check the document that has been uploaded, click onto the **Attachments Exist** link to open up the Attachments screen and then click onto the document icon to open the document.

Multiple documents can be uploaded unless otherwise specified in the opportunity. If there are more than six documents, upload the first six and click Submit Return. Click onto Attachments Exist and the six documents will be on the screen, followed by five empty spaces to upload more files. Additional spaces will continue to be added when all the spaces are filled. The file size limit for each individual file is 20 MB.

**Step 5 – Submit eBid**

Click onto **Submit Bid Response**. Click OK on the information window to confirm the data is correct. To finalize the e-Bid on the Review/Approve screen, click the **Submit** button. The Bid Response Receipt screen confirms that the e-Bid has been received by BC Bid; a copy of the receipt is also sent by email.

**For assistance, contact the BC Bid Help Desk at 250-387-7301 (Victoria, BC)**

Toll-free within BC by calling Enquiry BC and requesting a transfer:  
604-660-2421 (Greater Vancouver) or 1-800-663-7867 (outside Victoria/Vancouver)