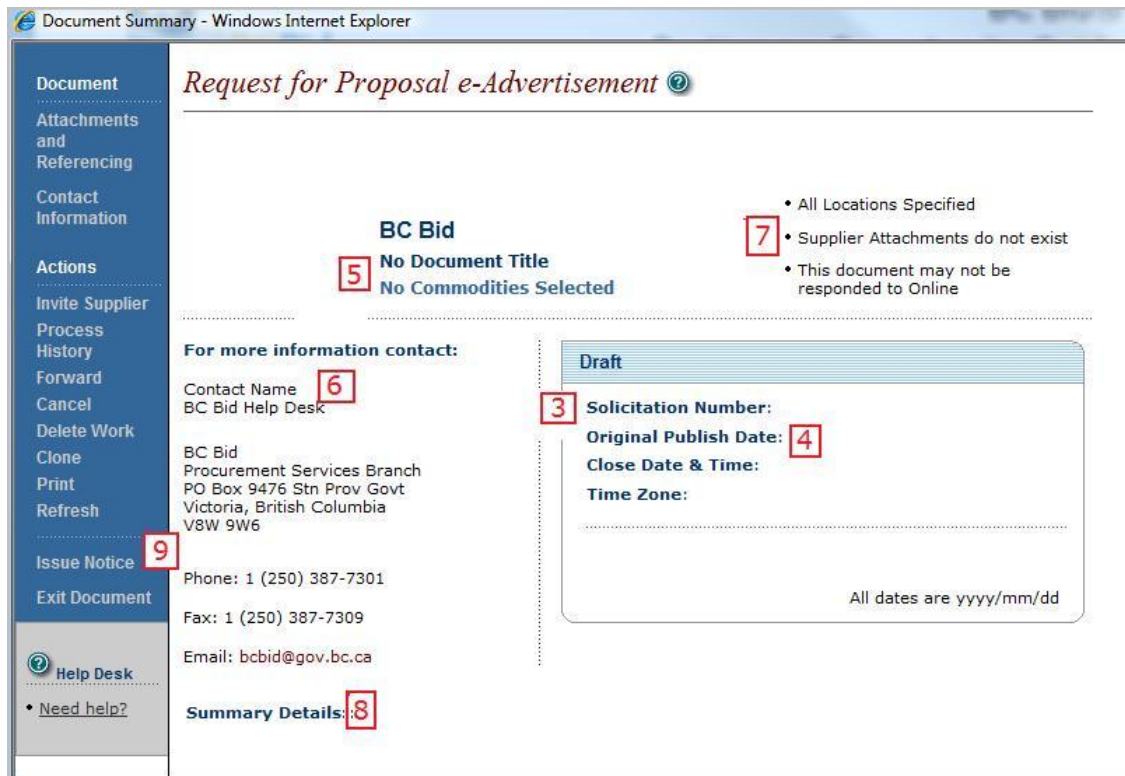*Step 1 – Log On*

Log on with your username and password to BC Bid (www.bcbid.ca).

Step 2 – Create Opportunity Notice

Click on **Opportunity Notice** in the left-hand menu. Select the Notice Type from the drop down list and click the **Create Document** button.

Step 3 – Solicitation Number

Click onto **Solicitation Number** and either enter the reference/file/tender number, or click onto the number pad icon to generate one, and then click **Submit Return**.

Step 4 – Closing Information/Title

Click onto **Close Date & Time** (below Solicitation Number). On the resulting Tender Notice Control Fields screen most users will only fill in mandatory fields, denoted on the screen with asterisks:

- Closing Date: Click on the calendar icon and select the closing date.
- Closing Time: Enter a closing time hh:mm in 24 hour format (2:00pm would be entered as 14:00).
- Time Zone: Choose the appropriate time zone from the dropdown list.
- Document Title: Enter a descriptive title. The title will be displayed on the browse screen along with the organization name and document number as well as in email notifications to subscribers. The field does not scroll past the size of the box, which is 64 characters. If space permits, the city or area where the work will be performed is useful to include.

Optional Fields:
- Opening Date: Used only if there will be a public tender opening that occurs after the closing date/time.
- Opening Time: If a date is specified, a time must also be entered in 24 hour format.

- Allow e-Bid response: e-Bidding is a subscription service in BC Bid. If e-Bids are allowed, subscribers could submit their response electronically through the BC Bid system. <u>E-bidding is not the same as submitting a response by email</u>. For further information, contact the BC Bid Help Desk.
- Postpone Publish Date until: Only used if publication is going to be delayed to a later date or time.
- Postpone Publish Time until: If a date is specified, a time must also be entered in 24 hour format.
- Click **Submit Return**.

Note that the Original Publish Date will be automatically filled in by the system at the time the opportunity is published.

Step 5 – Commodity

Click on **No Commodities Selected** to open the Cross Reference screen. Click on the **Find Commodity** link with the magnifying glass on the left-hand side.
Either:

- Enter a keyword and click the **Keyword Search** button to search through the catalogue, or
- Click on **Show Top Level** to display a listing of available categories. Choose the binoculars icon beside BC Commodity, and then the binoculars icon beside one of the three main categories of Construction, Goods, and Services to expand the listing.

Click onto a category to select it and then click **Submit Return** on the Cross Reference screen to add the category onto the opportunity notice. Repeat the process if more than one category is being added.

Step 6 – Contact Information

Review the "For More Information Contact" data and change if necessary (click onto the contact information to open the Mailing Address or Contact screens to edit).

Step 7 – Attachments

If a document(s) is being attached to the notice, click on **Supplier Attachments Do Not Exist** in the upper right-hand area of the screen. For each attachment, 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 Additional Information to Download screen. Click **Submit Return** to upload the attachment(s) to the BC Bid server. If more than six documents are being attached, click Submit Return to upload them and then click on Supplier Attachments Exist to go back to that screen; additional spaces will become available.

The link will update to Supplier Attachments Exist. If you want to double-check that the document that has been uploaded, click onto the **Supplier Attachments Exist** link to open up the Additional Information to Download screen and then click onto the document icon to open it.

Step 8 – Summary Details

Click on **Summary Details** in the bottom half of the screen to open a text box. Summary details, such as the scope or purpose of the opportunity, can be entered in the text box either by typing or pasting copied text (right-click and choose Paste from the menu). Click **Submit Return** to save and return to the previous screen.

Step 9 – Publish

Click on **Issue Notice** in the left-hand menu. A Review/Approve screen will pop up; click on **Submit Return** to publish the opportunity notice to BC Bid. A Document Completed pop-up window is confirmation that the process has been successfully completed.

To view the publicly-posted notice, click on Opportunities in the left-hand menu and then Browse Opportunities by Organization. Scroll down to click onto the organization name; the opportunity will be at or near the top of the list.

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