



BC Bid™ Posting Contract Awards

Step 1

Log on

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

Step 2

Add Award

- Click on **My Documents** in the left-hand menu and then **Award Maintenance**.
- Click the **Add New Award** link.

Award Maintenance

[Add New Award](#)

Search ?

Use the default date range to search for awards issued within the last week, or change the date range to narrow or broaden your search.

Tender Number

Step 3

Enter Details

- Choose the appropriate **organization name** (if different than the default).

Ministry/Organization * ▼
Name

- Enter the **Solicitation number** as it was entered on the original BC Bid advertisement.
Be sure to include any hyphens or other special characters used in the original BC Bid advertisement so that the system can make a match.

Solicitation Number *

- Click the **Search for Solicitations** button.
Procurement Method, Contact Email, Purchaser's City, and Purchaser's Street Address from the original advertisement will automatically fill in below, and a link to the opportunity will be created when the result is posted.


Search for Solicitations based on above fields

- Enter a brief **description of purchase**.

Description of Purchase *

- Choose the **Procurement Method** if different from default.

Procurement Method: *

- Enter the **date** or click on the calendar icon  to choose the date.

Award Issue Date (yyyy/mm/dd) * 

- Choose the supplier's **Country** (if different than the default).

Supplier Country *

- Choose the supplier's **Province** (if different than the default).

Supplier Province *

- Choose the supplier's **City** (if different than the default).

If the city name is not in the dropdown list, choose "Other" and proceed to the next step.

Supplier City *

- Enter the supplier's **City** only if it was not available in the dropdown list above.

Supplier's City (if "Other")

- Enter the supplier's **Street Address**.

Supplier Street Address *

- Enter the **amount awarded** to that supplier.

If more than one supplier was awarded a contract as a result of this opportunity, proceed to the next step.

Award Total: * \$

- Click the **Add Another Supplier** button to provide supplier details for any other suppliers that were awarded a contract as a result of this opportunity. Once complete, proceed to the next step.

Add Another Supplier

- Enter the purchaser's **Contact E-mail** (if different than the default).

Contact Email *

- Enter the purchaser's **City** (if different than the default).
If the city name is not in the dropdown list, choose "Other" and proceed to the next step.

Purchasing Entity's City *

- Enter the purchaser's **City** only if it was not available in the dropdown list above.

Purchasing Entity's City (if "Other")

- Enter the purchaser's **Street Address**.
This should be the address to which the goods or services are being delivered. If not applicable, enter the address of the purchaser's primary location of operation (e.g. head office).

Purchasing Entity's Street Address: *

Step 4

Publish

- Click the **Submit** button to publish the bid results on BC Bid.

Submit

Frequently Asked Questions

How do I change the details of a Contract Award?

- Log on to the BC Bid account.
- Click on My Documents in the left-hand menu.
- Choose Award Maintenance.
- Do not choose Add New Award; find the award by searching by number and/or date range.
- Click on the book icon under Award No to open the Contract Award screen.
- Make the changes.
- Click the Submit button to update the published information.

How do I delete the details of a Contract Award?

- Follow the instructions above to locate the Bid Result.
- On the Bid Results screen, click Delete to delete the information entirely from BC Bid.

How do I enter a Contract Award without a specific dollar value?

- Contract Award details can be posted even if no dollar value is available.
- Enter a zero for the Award Total and the bid result will display as N/A.

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

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)