

The purpose of this BC Bid Application Supplier Registration Quick Reference Guide is to act as a high-level guide. For detailed instructions and more information, go to the [Supplier Guide](#).

To...	Follow these steps...	Tips and Links...
Create a Business BCeID	<ol style="list-style-type: none"><li>1. Go to <a href="http://www.bceid.ca">www.bceid.ca</a></li><li>2. Create a Business BCeID</li><li>3. Accept the BCeID terms</li><li>4. Activate the BCeID account using the emailed activation code</li></ol>	
First Login for Supplier Admin Account	<ol style="list-style-type: none"><li>1. Log in to BC Bid with the <b>Business BCeID</b> username/ password</li><li>2. Complete the <b>New Supplier Registration Form</b></li><li>3. Receive registration confirmation email</li><li>4. Upon next login, accept the <b>Terms and Conditions</b></li><li>5. Update the <b>Company Profile</b> and click <b>Complete Account Registration</b></li><li>6. Receive an account activation email from the BC Bid Help Desk</li></ol>	The first person who creates the supplier account is given the Supplier Admin role <a href="#">Supplier Registration</a>
Create Additional Users	<ol style="list-style-type: none"><li>1. In the BCeID application, the Business Profile Manager creates a new user account</li><li>2. The new user logs in to BC Bid and accepts BCeID terms and changes their password</li><li>3. The new user completes the <b>New Supplier Registration Form</b></li><li>4. The <b>Supplier Admin</b> receives notification and logs in to BC Bid to activate the additional user</li><li>5. The additional user receives notification and logs back into BC Bid to accept the <b>BC Bid terms and conditions</b></li></ol>	<a href="#">How to Manage Additional Contacts</a>
Update Company Information	<ol style="list-style-type: none"><li>1. From the Supplier Dashboard click <b>Company Profile</b></li><li>2. On the <b>Company Information</b> tab, click the <b>Create a change request</b> button</li><li>3. Complete the <b>reason for change</b> text box and make any changes to company information</li><li>4. Click <b>Submit for Approval</b></li><li>5. The BC Bid Help Desk will review and email confirmation when complete</li></ol>	The Supplier Admin is responsible for keeping the Company Information up to date <a href="#">How to Manage Supplier Profile</a>
Adding an Additional Site	<ol style="list-style-type: none"><li>1. From the Supplier Dashboard click <b>Company Profile</b></li><li>2. Click on <b>Sites</b>, then <b>Create a new site</b></li><li>3. Complete the new site information and click <b>Save &amp; Close</b></li><li>4. Log out of BC Bid and log back in</li><li>5. In the upper right corner, use the dropdown to select the new site</li><li>6. From the Supplier Dashboard click <b>Company Profile</b></li><li>7. Update the Company Information fields as needed, click Save</li><li>8. Click <b>Complete Account Registration</b></li><li>9. Receive email from BC Bid Help Desk once account is activated</li></ol>	The Supplier Admin is responsible for creation of new sites <a href="#">How to Manage Additional Sites</a>
Documents & Certifications	<ol style="list-style-type: none"><li>1. From the Supplier Dashboard, click <b>Company Profile</b> then select the <b>Documents and Certifications</b> tab</li><li>2. Under the appropriate heading, click <b>Add document/certificate</b></li><li>3. Attach the document and complete the required information</li><li>4. Click <b>Save &amp; Close</b></li></ol>	

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	<ol style="list-style-type: none"><li>5. The BC Bid Help Desk will review and email confirmation once the document has been validated</li></ol>	
<b>Subscribe to e-Bidding and Notifications</b>	<ol style="list-style-type: none"><li>1. From the Supplier Dashboard, click <b>Company Profile</b> then select <b>Subscriptions</b></li><li>2. Click the <b>pencil icon</b> beside the user who will be subscribing</li><li>3. Click <b>Add to Cart</b> for the subscriptions required. For Notifications, use the <b>Subscribed Commodities</b> field to add the commodity codes. Click <b>Save</b></li><li>4. Click <b>Pay Now</b> in the shopping cart on the right side of the screen</li><li>5. Complete payment information</li><li>6. The Manage Subscriptions screen will display payment confirmation</li></ol>	<a href="#">How to Manage Subscriptions</a>  The Supplier Admin can subscribe for themselves or other users. Additional contacts can only subscribe for themselves
<b>Transfer existing Subscriptions</b>	<ol style="list-style-type: none"><li>1. From the Supplier Dashboard, click <b>Company Profile</b> then select <b>Subscriptions</b></li><li>2. Use the <b>pencil icon</b> beside the user to edit the subscription</li><li>3. In the <b>Request Subscription transfer from Old BC Bid</b> section, complete the email and date fields</li><li>4. Click the <b>I wish to apply for credit</b> checkbox</li><li>5. Click <b>Save</b></li></ol>	
<b>Search for Opportunities</b>	<ol style="list-style-type: none"><li>1. From the Supplier Dashboard, click <b>Opportunities</b></li><li>2. Use the <b>Search box</b> to search by keyword</li><li>3. Apply additional filters as needed</li><li>4. Click <b>Search</b></li><li>5. To view the details of an opportunity, click the <b>Opportunity ID</b></li></ol>	
<b>Search for Contract Awards</b>	<ol style="list-style-type: none"><li>1. From the main menu, click <b>Sourcing</b> then select <b>Contract Awards</b></li><li>2. Use the <b>Search box</b> to search by keyword</li><li>3. Apply additional <b>filters</b> as needed</li><li>4. Click <b>Search</b></li></ol>	
<b>Search for Unverified Bid Results</b>	<ol style="list-style-type: none"><li>1. From the main menu, click <b>Sourcing</b> then select <b>Unverified Bid Results</b></li><li>2. Find an Opportunity ID using the <b>Search box</b> and/or Issuing Organization</li><li>3. Click <b>Search</b></li><li>4. Enter the Opportunity ID in the Opportunity ID field</li><li>5. Click <b>Search</b></li></ol>	

## BC Bid Help Desk Information

Help desk hours: 8:30 am to 4:30 pm  
Monday to Friday

Email Contact: [bcbid@gov.bc.ca](mailto:bcbid@gov.bc.ca)

Contact the Help Desk by phone:  
Direct: 1-250-387-7301  
Toll Free (BC only): 1-800-663-7867

View the [Supplier Guide](#) on BC Procurement Resources