



## Supplier Guide - Registration

## Introduction

BC Bid is an online marketplace where public sector organizations (including municipalities, school districts, health authorities, Crown corporations and the B.C. government) advertise opportunities for a wide range of goods and services contracts.

The BC Bid application is a key tool, supporting B.C.'s Procurement Strategy transformation goals. This application provides a modern platform for government sourcing projects, increases transparency, and makes it easier for businesses of all sizes to do business with the public sector entities.

The application is easy to navigate and allows users to complete many tasks online:

- Buyers can set up opportunities, communicate with team members and suppliers, and post and award contracts.
- Suppliers can subscribe to or renew e-Bidding accounts and opportunity subscriptions, view and respond to opportunities (some via e-Bids), manage a dashboard of their opportunities and communicate with buyers.

This guide provides information to suppliers on how to register to use the BC Bid application.

## How to Use this Guide

Hyperlinks throughout this guide take you to the appropriate sections, as well as to short video clips demonstrating key functions.

Opening the Navigation Pane on the left of your screen allows you to quickly move between sections of the document – click any heading to jump directly to that section. To open the Navigation Pane, click the **View** tab in the ribbon at the top of your screen, select the check box beside **Navigation Pane**.

Condensed Quick Reference Guides (QRG) are available on the BC Procurement Resources site. For suppliers there are two QRGs, one for registration and one for submissions.

## Information Icons

Information icons are included throughout this document and other BC Bid Guides to provide additional context and navigation support.



This icon indicates important information such as instructions that will have impact further ahead in the process or provides additional information or context for a process.



This icon indicates additional information about or related to a process.



This icon indicates a link to a video clip demonstrating a function.

## Table of Contents

<b>Introduction .....</b>	<b>2</b>
How to Use this Guide .....	2
Information Icons .....	3
General Interface .....	5
Browser Types .....	5
Expand/Collapse Menu and Expand/Collapse Filters.....	5
My Saved Pages (New for 2025).....	6
Accessibility Features (New for 2025).....	11
<b>Getting Started .....</b>	<b>14</b>
Introduction.....	14
<b>Prepare &amp; Register – Your Business Account in BC Bid .....</b>	<b>15</b>
Prepare – Create a Business BCeID.....	15
Register –Supplier Admin role .....	16
Register – Additional Users .....	25
<b>Appendix 1: Provincial Help Desk.....</b>	<b>32</b>
<b>Appendix 2: Training Video Links .....</b>	<b>33</b>
<b>Appendix 3: Supplier Admin Responsibilities.....</b>	<b>34</b>
<b>Appendix 4: Additional User Responsibilities.....</b>	<b>35</b>
<b>Appendix 5: Supplier Role Matrix .....</b>	<b>36</b>
<b>Appendix 6: Supplier Legal Structure .....</b>	<b>37</b>

## General Interface

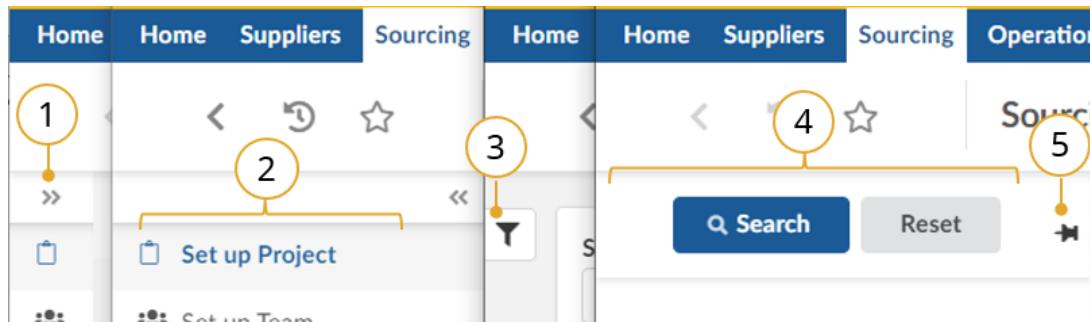
This section describes some general functionality of BC Bid.

### Browser Types

BC Bid will work with all modern web browsers. Microsoft Edge or Google Chrome are recommended. **BC Bid is not compatible with Internet Explorer.**

If using Firefox, ensure that popups are allowed. Do not click the “Don’t allow env.ivalua.ca to prompt you again” message.

### Expand/Collapse Menu and Expand/Collapse Filters

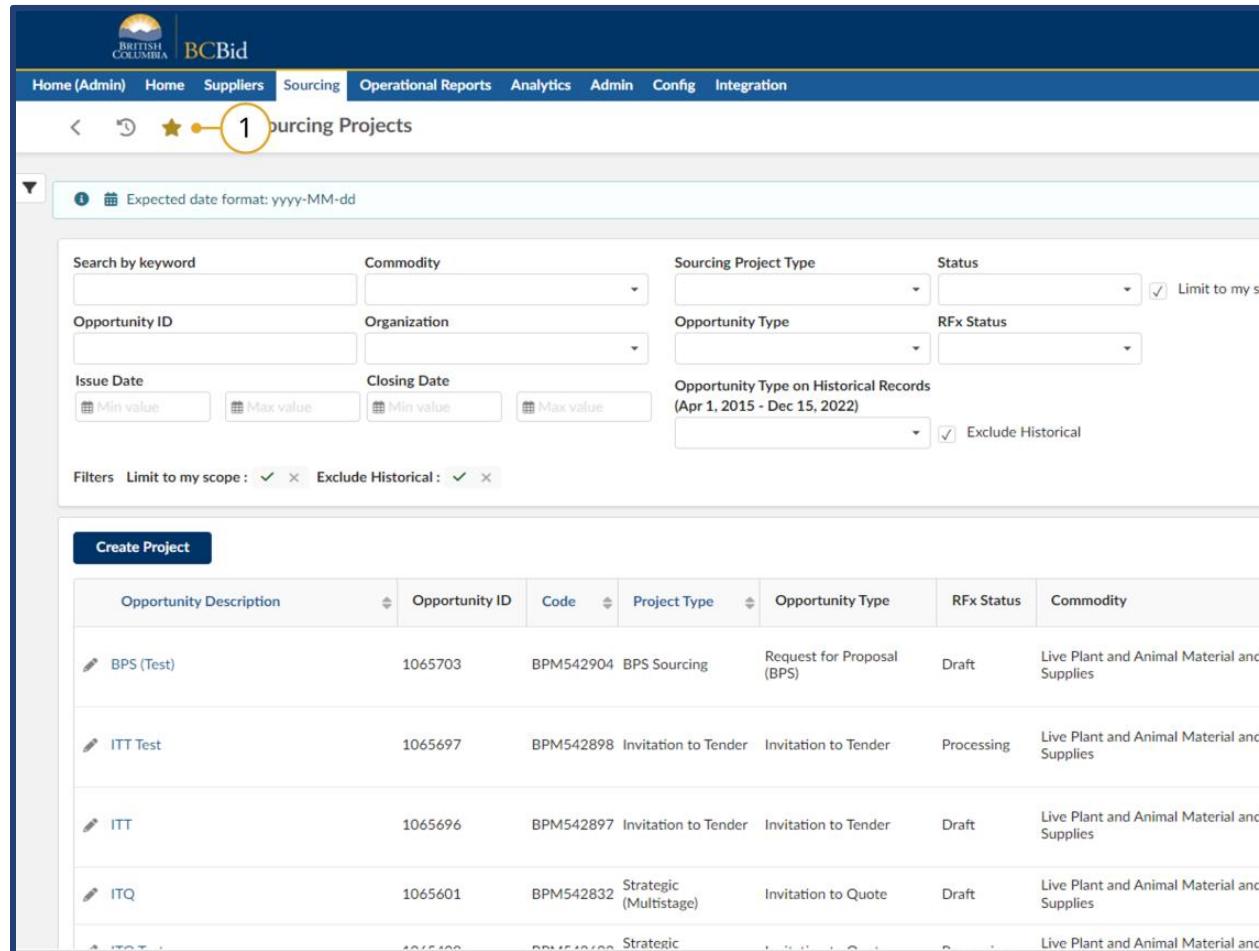


1. The left-hand menu can be expanded or collapsed by selecting the **double arrow**. When collapsed the icon related to each step is visible, hover over the icon to see the name.
2. Expanded view.
3. Filters on tables can be expanded by clicking the **funnel icon**.
4. Expanded.
5. Click **pin icon** to keep open.

## My Saved Pages (New for 2025)

Within the BC Bid application, you have the option to save any page that you frequently visit, so that you can easily revisit the page as needed.

### Star Icon (Save Page)

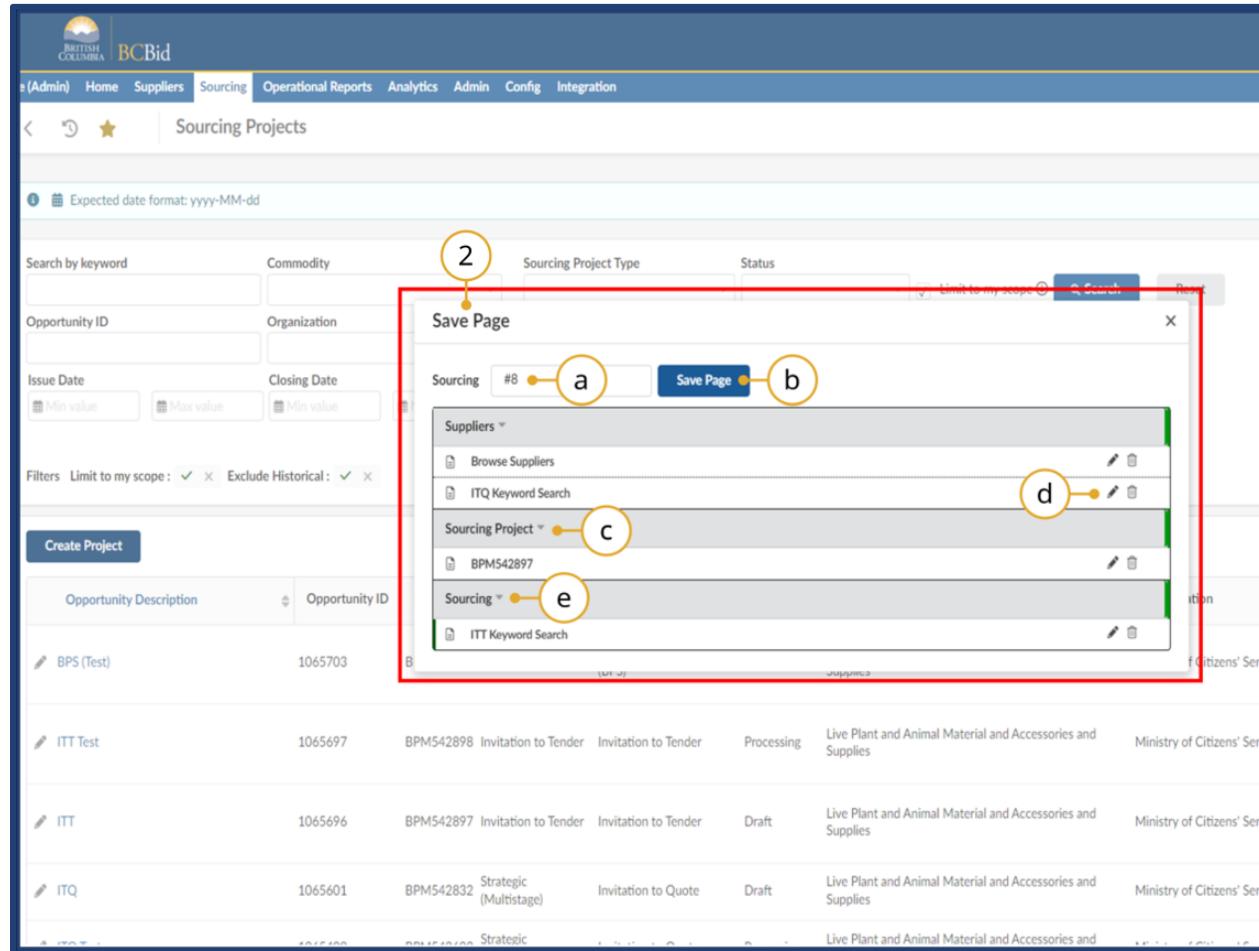


The screenshot shows the BC Bid application interface. At the top, there is a navigation bar with links: Home (Admin), Home, Suppliers, Sourcing, Operational Reports, Analytics, Admin, Config, and Integration. Below the navigation bar, the title "Sourcing Projects" is displayed, followed by a count of "1". A gold star icon is located to the left of the title, indicating that the page has been saved. The main content area contains search and filter fields for "Search by keyword", "Commodity", "Sourcing Project Type", "Status", "Opportunity ID", "Organization", "Opportunity Type", "RFx Status", "Issue Date", "Closing Date", and "Opportunity Type on Historical Records (Apr 1, 2015 - Dec 15, 2022)". There are also buttons for "Filters", "Limit to my scope", and "Exclude Historical". Below the filters, a "Create Project" button is visible. The main table displays four rows of project data:

Opportunity Description	Opportunity ID	Code	Project Type	Opportunity Type	RFx Status	Commodity
BPS (Test)	1065703	BPM542904	BPS Sourcing	Request for Proposal (BPS)	Draft	Live Plant and Animal Material and Supplies
ITT Test	1065697	BPM542898	Invitation to Tender	Invitation to Tender	Processing	Live Plant and Animal Material and Supplies
ITT	1065696	BPM542897	Invitation to Tender	Invitation to Tender	Draft	Live Plant and Animal Material and Supplies
ITQ	1065601	BPM542832	Strategic (Multistage)	Invitation to Quote	Draft	Live Plant and Animal Material and Supplies

1. On any page within BC Bid you should see the **star icon** in the top left corner. Click on the icon to open the **Save Page** window. If the star is gold, this means that you are on a page that has been previously saved.

## Save Page Window



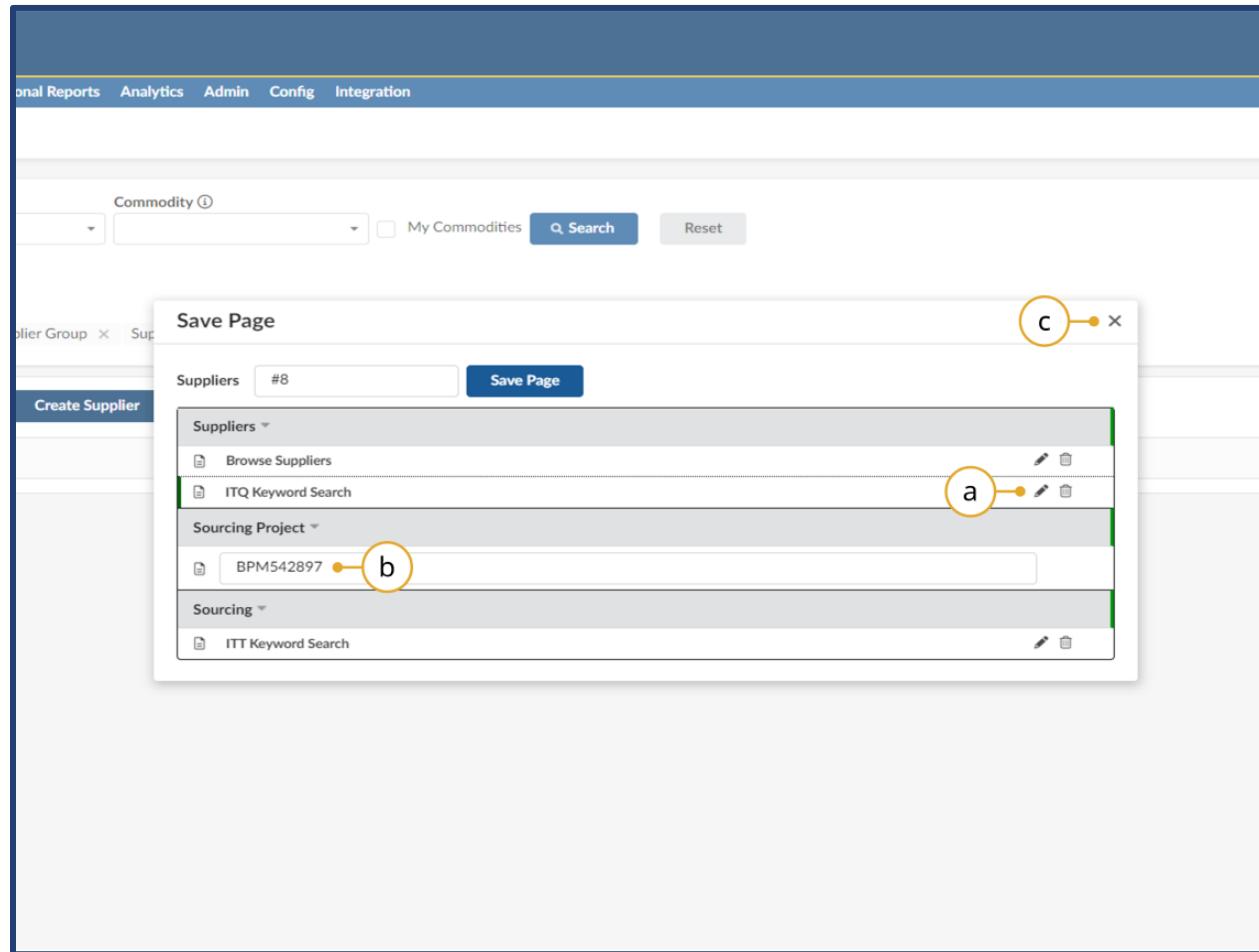
2. Once the **Save Page** window is open there are a variety of things you can do:
  - a. Type in a custom name for your saved page into the text box here.
  - b. Click the **Save Page** button to save that page and add it to the list below.
  - c. Pages are grouped into categories based on where they are in BC Bid.
  - d. Click the **pencil icon** to edit or the **trashcan icon** to delete a saved page.
  - e. Click the small grey arrow beside a category label to minimize each dropdown.

## Save Text Fields

The screenshot shows the BC Bid Suppliers page. At the top, there is a navigation bar with links for Home (Admin), Home, Suppliers, Sourcing, Operational Reports, Analytics, Admin, Config, and Integration. Below the navigation bar, the main content area has a title "Browse Suppliers". A search bar at the top left contains the text "ITQ". To the right of the search bar is a yellow star icon with a circular arrow around it, labeled "b". Below the search bar, there is a "Search by keyword" input field containing "ITQ", which is circled in orange and labeled "a". Further down, there is a "Type" dropdown menu and a "Filters" section with options for "Search by keyword: ITQ", "Level: Supplier Group", "Supplier Company", and "Supplier Site". At the bottom of the page, there is a summary bar showing "Selected 0", "Merge Suppliers", and a "Create Supplier" button. The message "0 Record(s)" is displayed below the summary bar.

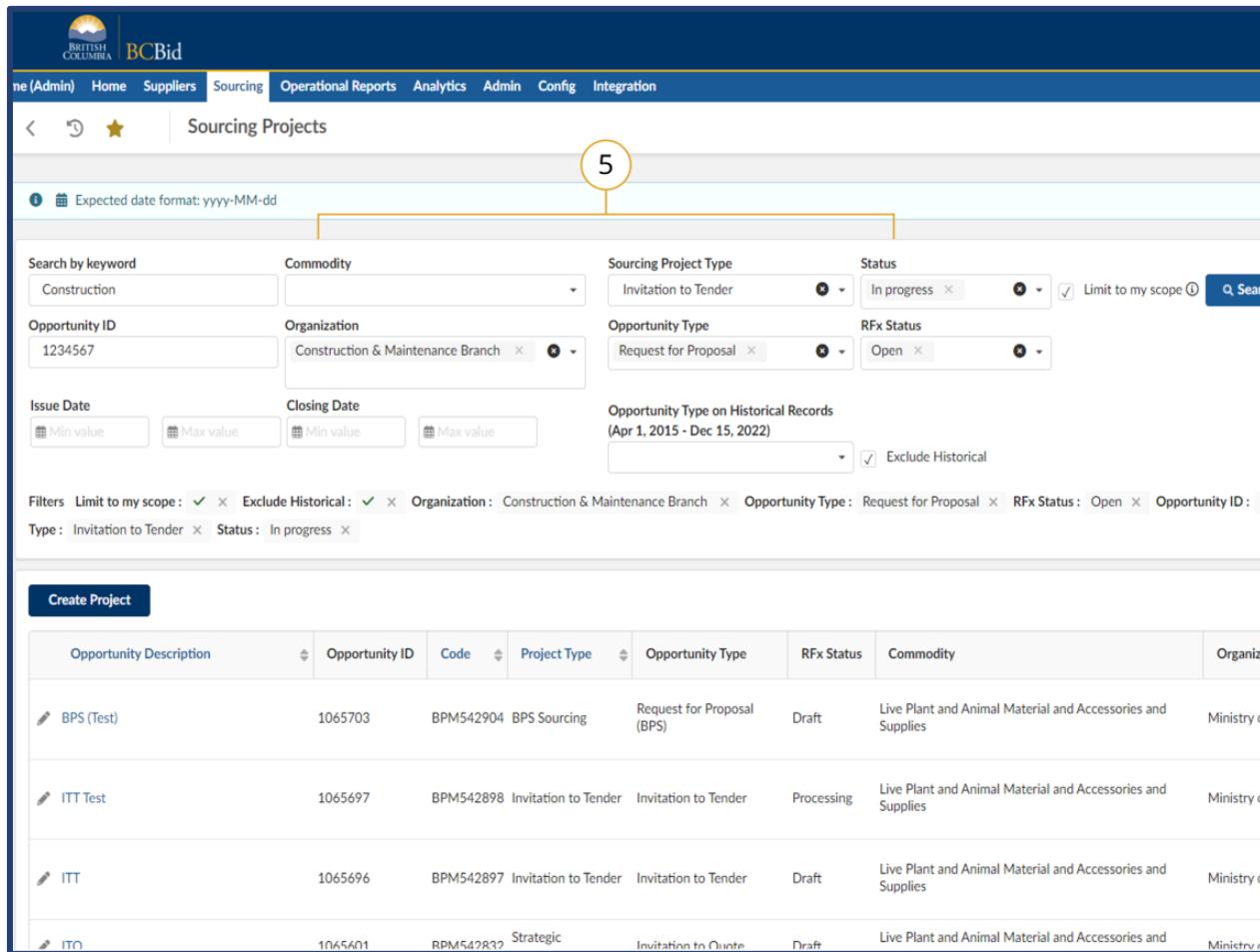
3. As you are saving pages in BC Bid, pages with text fields can have the entered text in the fields saved as well. This is useful for search pages, where you can save keyword searches such as ITQ, RFP, ITT etc.
  - a. Type the desired text into the search parameters.
  - b. Click the **star icon** to save the page. Once saved, when you revisit the page, the text fields that were saved will also populate as well.

## Editing Saved Pages



4. When you are within the **Save Page** window, you can edit and adjust the saved names of pages you've already created as needed.
  - a. Click the **pencil icon** to edit the name of a saved page.
  - b. The **text box** on the name will open and you can adjust the name as needed
  - c. Click the **x** in the top right corner to leave the Save Page window.

## My Saved Pages - Keyword Searches



The screenshot shows the BCBid interface for 'Sourcing Projects'. At the top, there's a navigation bar with links like Home, Suppliers, Sourcing, Operational Reports, Analytics, Admin, Config, and Integration. Below the navigation is a search bar with a placeholder 'Expected date format: yyyy-MM-dd'. To the right of the search bar is a yellow circle containing the number '5', which points to a horizontal bar above the search bar. This bar contains several search filters: 'Search by keyword' (Construction), 'Commodity' (dropdown), 'Sourcing Project Type' (Invitation to Tender), 'Status' (In progress), 'Opportunity ID' (1234567), 'Organization' (Construction & Maintenance Branch), 'Opportunity Type' (Request for Proposal), 'RFx Status' (Open), 'Issue Date' (Min value, Max value), 'Closing Date' (Min value, Max value), and 'Opportunity Type on Historical Records' (Apr 1, 2015 - Dec 15, 2022). There are also checkboxes for 'Limit to my scope' and 'Exclude Historical'. Below the filters, there are sections for 'Filters' and 'Type'. The main area displays a table titled 'Create Project' with columns: Opportunity Description, Opportunity ID, Code, Project Type, Opportunity Type, RFx Status, Commodity, Organization, and Ministry of. Five rows of data are listed:

Opportunity Description	Opportunity ID	Code	Project Type	Opportunity Type	RFx Status	Commodity	Organization	Ministry of
BPS (Test)	1065703	BPM542904	BPS Sourcing	Request for Proposal (BPS)	Draft	Live Plant and Animal Material and Accessories and Supplies	Ministry of	
ITT Test	1065697	BPM542898	Invitation to Tender	Invitation to Tender	Processing	Live Plant and Animal Material and Accessories and Supplies	Ministry of	
ITT	1065696	BPM542897	Invitation to Tender	Invitation to Tender	Draft	Live Plant and Animal Material and Accessories and Supplies	Ministry of	
ITO	1065601	RPM542832	Strategic	Invitation to Quote	Draft	Live Plant and Animal Material and Accessories and Supplies	Ministry of	

5. One of the main benefits of the 'My Saved Pages' functionality is that users can save keyword searches as needed. This is a chance to fill in search parameters with your most searched keywords and then save that page. When you revisit the saved page, your keywords will remain allowing you to easily access your most used searches.

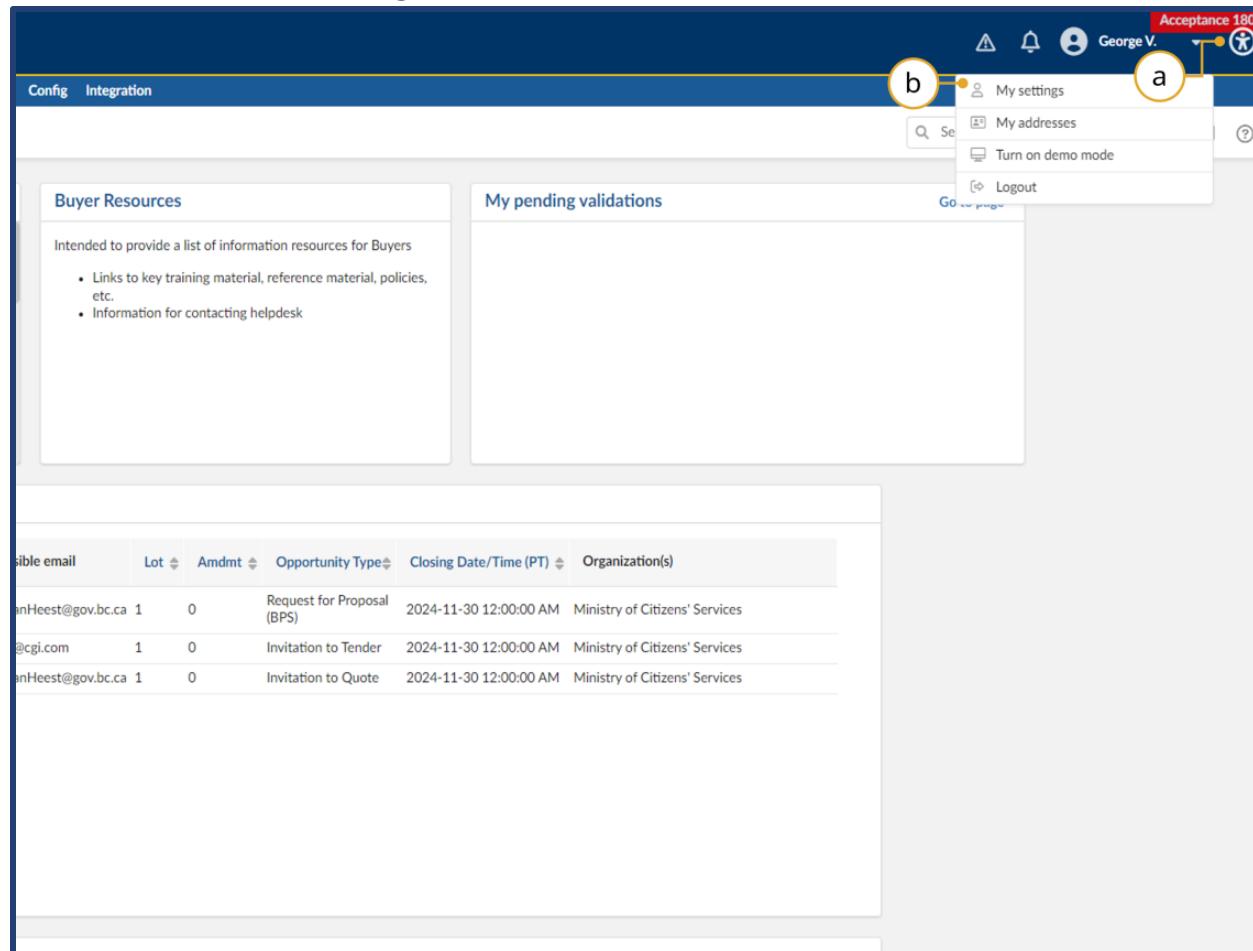
You can search based on the following:

- Keyword
- Sourcing Project Type
- Status
- Opportunity ID
- Organization
- Opportunity Type
- RFx Status

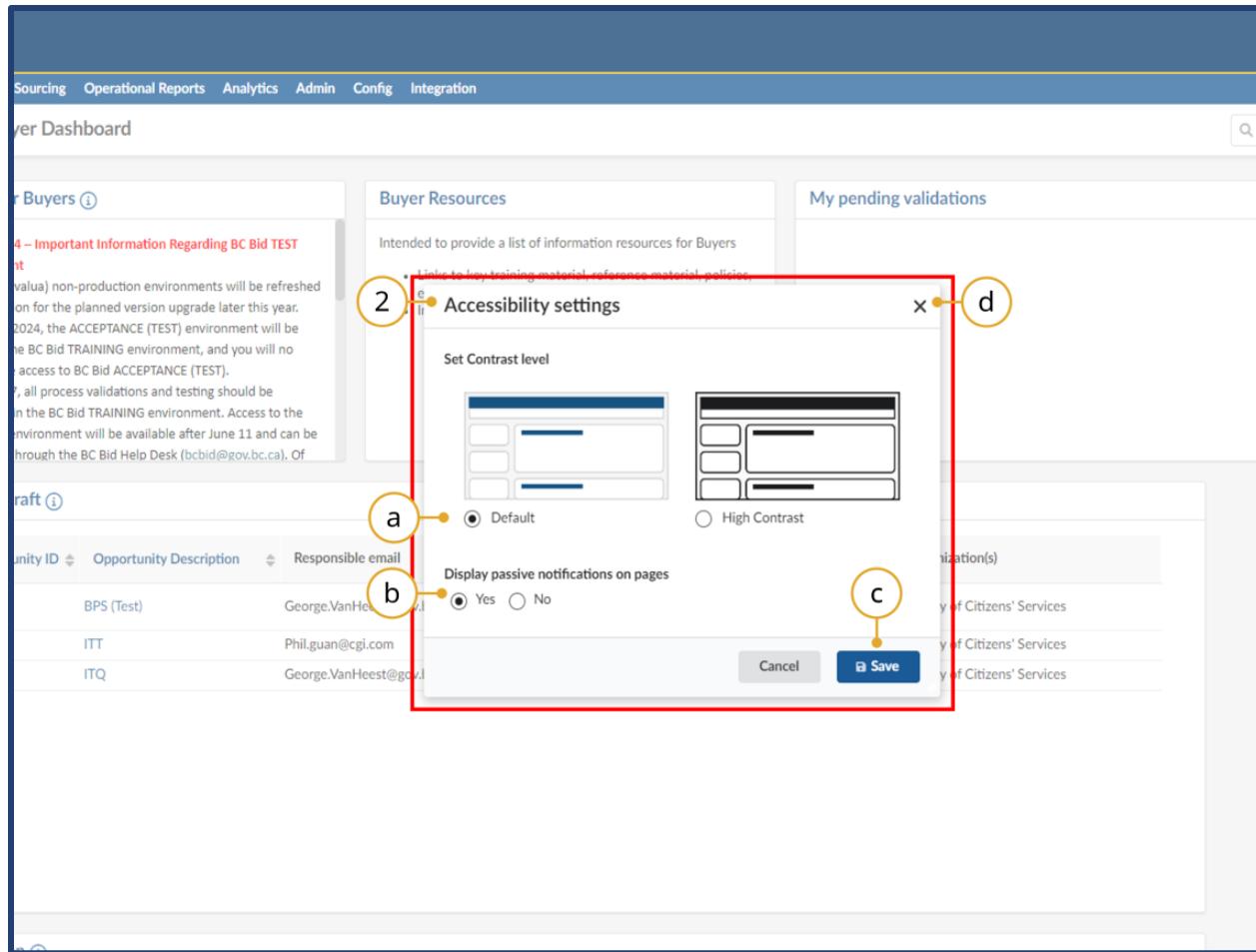
## Accessibility Features (New for 2025)

In the BC Bid application you can toggle accessibility features in 2 different ways. Contrast can be adjusted and passive notifications can be turned off.

**Please Note:** The accessibility icon is now in the top right hand corner of the BC Bid application. Older screenshots may show this symbol located in another area. We have not updated every single screenshot, but it will now be in the top right (it can also be turned off in the settings).



1. There are 2 ways to access accessibility settings.
  - a. Click the **circular symbol** in the top right hand corner.
  - b. Click on your name and click on **my settings** in the drop-down menu.



2. The **accessibility settings** window will open after clicking on the circular icon in the top right hand corner.
  - a. Here you can adjust **contrast settings** between the default and high contrast modes.
  - b. You can turn **passive notifications** (blue) on or off in this section.
  - c. Always click **Save** to save your updated settings choices.
  - d. *Optional:* Click the **x** to exit this menu without saving, if you simply need to close it.

My settings : George VAN HEEST

Save

Fields marked by an asterisk \* are mandatory. All times are displayed as Pacific Time.  
Expected date format: yyyy-MM-dd

Accessibility Settings

High contrast level

Display passive notifications on pages

Display the contrast settings button in header

My preferences

Time Zone  
(UTC -08:00) Pacific Time (US and Canada)

Name format  
First Name Last name

Date format  
yyyy-MM-dd h:mm tt

Number format  
-1,234,567.89

Customized number format

Page size (PBI export)  
Letter

3. After clicking on your name in the top right hand corner, and clicking on **My Settings**, you will be taken to the My Settings page. Click on **General Preferences** on the left hand side.

- a. Under the **Accessibility Settings** you can make adjustments to certain features.
- b. You can turn **high contrast** on by checking this box.
- c. You can chose to turn off **passive (blue) notifications** but unchecking this box.
- d. You can chose to hide the **circular accessibility settings icon** from the top right hand corner of BC Bid by unchecking this box.

**Note:** Please save your settings after any changes by clicking the save button.

## Getting Started

### Introduction

By registering for BC Bid suppliers will gain access to their own Supplier Dashboards and be able to:

- Create a short list of proposals
- Manage proposals
- Update company information
- Have multiple users within the business collaborate on proposals
- Receive notifications on amendments and addenda on opportunities of interest by clicking the Start Submission button
- Draft a submission online with the BC Bid application (some opportunity types)
- Submit response via e-Bidding (subscription required)

To register for BC Bid, a Business BCeID is required. Suppliers without a BCeID can visit [www.bceid.ca](http://www.bceid.ca).

The first user to register a business will be assigned the **Supplier Admin** role for the company. Once additional users are registered, this role can be reassigned. The Supplier admin is responsible for activating additional users for the company in BC Bid. See [Appendix 3](#), [Appendix 4](#), and [Appendix 5](#) for more information on the role responsibilities.

An additional user must have a BCeID created by the company's Business Profile Manager in BCeID before registering with BC Bid. The new user will go through the registration process and will then need the Supplier Admin to activate their account in BC Bid.

The Supplier admin can create multiple sites for their legal entity. This is useful when different sites for the same legal entity want to submit competing bids for the same opportunity. Different legal entities will need their own BCeID accounts. To navigate between supplier sites, click the arrow beside the company name in the upper right-hand corner.

The person with the Supplier Admin role can be the same person as the BCeID Business Profile Manager, but it can also be a different person.

## Prepare & Register – Your Business Account in BC Bid

### Prepare – Create a Business BCeID

1. Go to [www.bceid.ca](http://www.bceid.ca).
2. Create a Business BCeID.
3. Complete the account registration directions as indicated by BCeID.
4. Optional: Create any additional user accounts in BCeID. Each user should have their own Business BCeID.



If you have multiple users to add to BC Bid, create them in BCeID at the same time. This will save you time later. The first BCeID to log in to BC Bid will be assigned the Supplier Admin role for the company.

## Register -Supplier Admin role

The first user with a company to register with BC Bid is assigned the Supplier Admin role. This role can be reassigned later once additional users with the company are registered with BC Bid.

The screenshot shows the BC Bid Public Portal interface. At the top, there is a navigation bar with links for Opportunities, Contract Awards, Unverified Bid Results, and Login. Below the navigation bar, the main content area is titled 'BC Bid Procurement Marketplace' and features a 'Welcome to the BC Bid Portal' section. This section includes links for 'Find an opportunity', 'View all contracts awarded', 'View all unverified bid results', and 'Suppliers login with Business BCeID' or 'Buyers login with IDIR or Basic BCeID'. A large orange circle labeled '1' is positioned over the 'Suppliers' section. The 'Suppliers' section contains a list of benefits: 'Create a shortlist of opportunities that you're interested in; Manage your submission; and; Subscribe to commodity notifications and e-bidding. There is no charge to register as a supplier on BC Bid.' Below this, there are links for 'Supplier Guide | Important steps to take before starting login and registration' and 'Register and Login with Business BCeID'. Further down, there is a 'Buyers' section with a list of benefits: 'Manage all your procurement events; Link to other bid sites; and; Collaborate with team members, buyers, or suppliers.' At the bottom of the page, there are links for 'Ministry Buyer Guide | Can't Log In? Ministry Registration Form', 'RPS Buyer Guide | RPS Buyer Requirements and Registration Steps', and 'RPS Registration Form'.

1. From the BC Bid Public Portal, click **Register and Login with Business BCeID or Login**.

The screenshot shows the BC Bid login interface. At the top, there's a header with the BC logo and the text "Log in to sfstest7.gov.bc.ca". Below the header, there's a "Log in with BCeID" section with a "Client Test" link. A large orange circle labeled "2" is positioned above the "User ID" field. Inside the "User ID" field, the text "SampleA" is highlighted with a yellow circle labeled "a". Below the "User ID" field is a "Password" field containing several dots, with a yellow circle labeled "b" highlighting it. To the right of the password field is a "Continue" button, which is also highlighted with a yellow circle labeled "c". Below the "Continue" button is a link "Forgot your user ID or password?". On the right side of the login form, there's a "Or log in with:" section containing a "Log in with IDIR" button. Below this, there's a "Need help?" section with a link "Contact the BCeID Help Desk". At the bottom of the page, there's a legal notice about unauthorized access, followed by a footer with links for "Disclaimer", "Privacy", "Accessibility", and "Copyright".

2. Log in to [BC Bid](#) with Business BCeID.
  - a. Use a **Business BCeID**.
  - b. Enter the BCeID **password**.
  - c. Click **Continue**.

See [Appendix 3](#) for information on Supplier Admin responsibilities.



### [Supplier Registration](#)



The first user to register a company will be assigned the **Supplier Admin** role. Once additional users are registered, this role can be reassigned.

**Company information**

Doing Business as Name ①\*: Sample Company A

Legal Name ①: Alligator, Alfred a

Legal Form: b

**Contact Information**

First Name \*: Alfred

Last Name \*: Alligator

Position \*: General Manager

Email \*: alfred@sampleA.com

Business BCeID username: SampleA

**Help us identify your company**

BC Business # ①: c

CRA Business # ①: d

Supplier # ①: e

Registering for the BC Timber Sales Program?

BCTS Registrant # ①: f

**Map** g

Address Label ①: h

Office Street Address ①: i

search for an address, a place, a monument or longitude... j

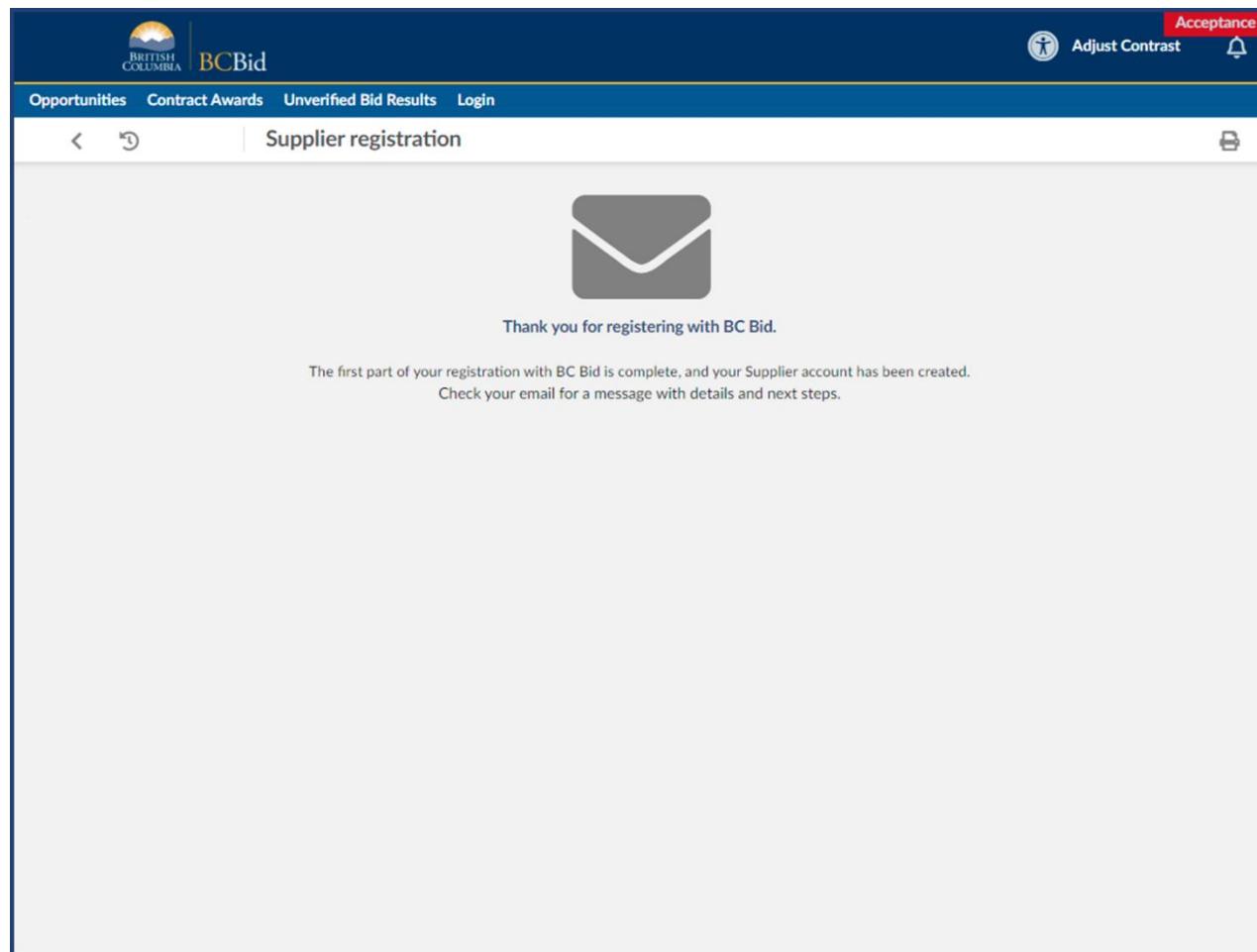
Acceptance k

Adjust Contrast l

Privacy + Terms m

3. Upon logging in to BC Bid for the first time, complete the **New Supplier Registration Form**.
  - a. Some company information is imported automatically from the BCeID registration.
  - b. Complete the required fields indicated with a **red star**, the other fields can be updated later.
  - c. Optional: If registering for the BC Timber Sales program, click the **BCTS Registered** checkbox and provide the **BCTS Registrant Number**.
  - d. Optional: Complete the address information.
  - e. Click **Register**.

**i** Supplier address is posted publicly in the Notice of Award to comply with trade agreement requirements. Suppliers are encouraged to review their BC Bid account to ensure address information is current.



4. The screen will display the registration confirmation.
5. Check email for account confirmation and further instructions.
  - a. Close the web browser.

The screenshot shows the BC Bid website's General Terms of Use page. At the top, there is a navigation bar with links for Home, General Info., and Sourcing. On the right side of the header, there are icons for Adjust Contrast, a user profile (Alfred A.), and Acceptance. Below the header, the page title is "General Terms of Use".

Section 24 states: "24. In these Terms, unless the context otherwise requires, words expressed in the singular include the plural and vice versa."

Section 25 states: "25. These Terms are the entire agreement between you and the Province with respect to the subject matter of these Terms, and supersede or replace any prior oral and/or written agreements. You must not assign or transfer any of your rights or obligations under these Terms without the prior written consent of the Province."

Section 26 states: "26. If any provision of these Terms is invalid, illegal or unenforceable, that provision will be severed from these Terms and all other provisions will remain in full force or effect."

Section 27 states: "27. All provisions in these Terms in favour of the Province, the PS Entities or the Released Parties, and all rights and remedies of the Province, the PS Entities or the Released Parties, either at law or in equity, will survive the termination of these Terms."

Section 28 states: "28. These Terms will be governed by and construed in accordance with the laws applicable in the province of British Columbia. By using the Service or Optional Services, you consent to the exclusive jurisdiction and venue of the courts of the province of British Columbia for the hearing of any dispute arising from or related to these Terms and/or your use of the Service or Optional Services."

Below the terms, it says "Version Dated: June 16, 2021" and "End".

At the bottom, there is an acknowledgment section:

- b**  I accept the terms and conditions
- c** **Acknowledge** [Print](#)

[Site map] [Legal mentions]

6. When logging back into BC Bid, the **BC Bid General Terms of Use** will need to be accepted.
  - a. Review the **General Terms of Use**.
  - b. Click the **I accept the terms and conditions** checkbox.
  - c. Click **Acknowledge**.

The screenshot shows the BC Bid Supplier Dashboard. At the top, there's a navigation bar with 'Home', 'General Info.', and 'Sourcing'. On the right, there are icons for 'Acceptance', 'Adjust Contrast', and a user profile for 'Alfred A.'. Below the navigation, the main dashboard area has several sections:

- Welcome Suppliers!**: A message saying "All kinds of exciting things are happening and coming up! Watch this space for updates."
- My Subscriptions**: Shows 1 Result with tabs for "E bidding Expiry" and "Notifications Expiry".
- Performance**: A section with a progress bar.
- Supplier Resources**: Intended to provide a list of information resources for Suppliers. It includes links to training material, policies, etc., and information for contacting helpdesk.
- Closing Soon**: A section with a progress bar.
- Recently Amended**: A section with a progress bar.
- Supplier Status**: Shows "Registration Onboard Pending" with a checkmark icon and "Preparation Gather Information" with a checkmark icon. A yellow warning box says "The following items require your attention:" and "Click on 'Complete Account Registration' in your Company Information to complete the registration process".
- Submissions in Progress**: Shows 0 submissions.

At the bottom, there are links for "[Site map]" and "[Legal mentions]".

7. The **Supplier Dashboard** will be displayed.

a. The Supplier Status area will indicate that further action is required.

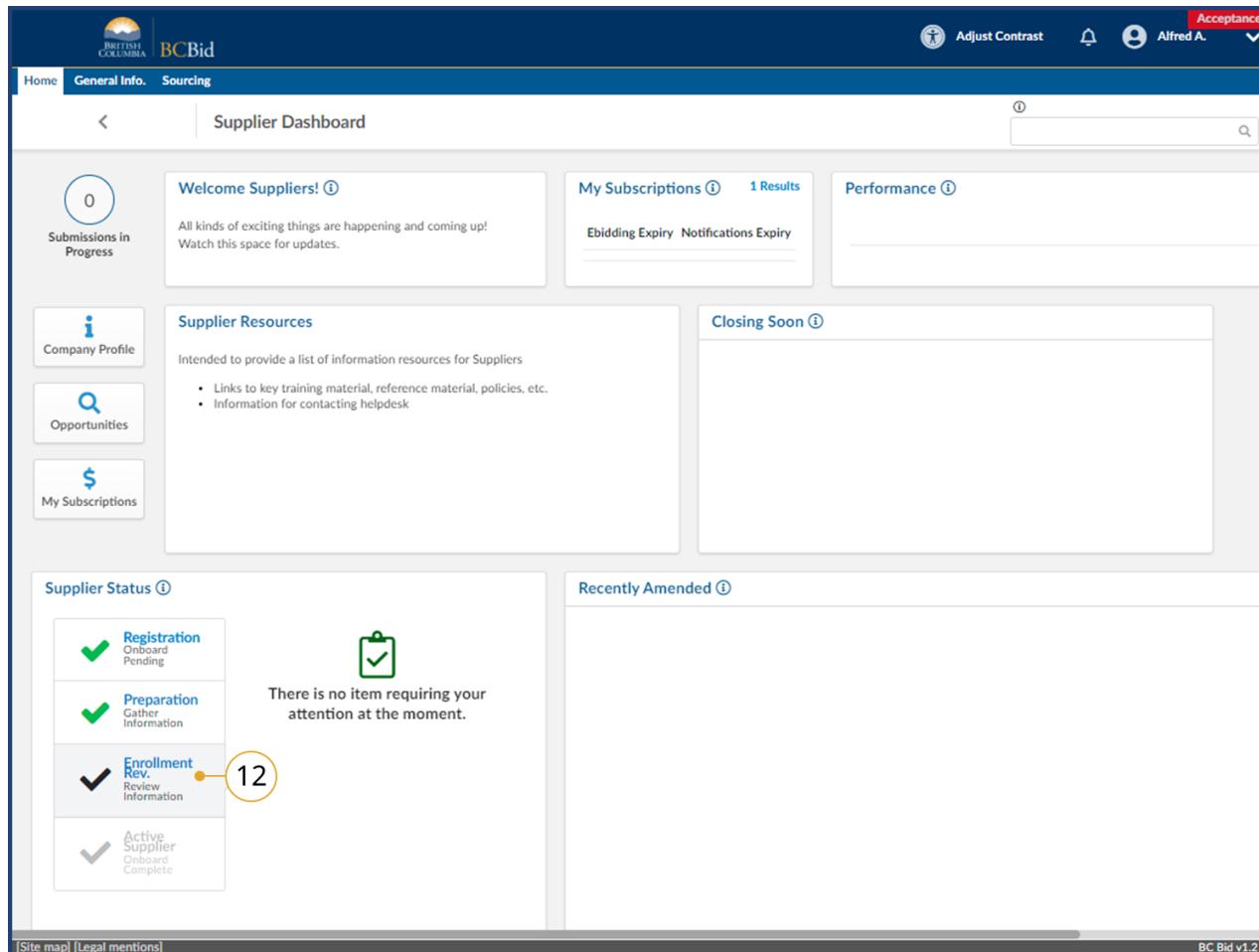
8. Click **Company Profile**.

The screenshot shows the 'Company Info' section of the BC Bid website. On the left, a sidebar lists navigation options: Home, General Info, Sourcing, Company Information, Contacts, Subscriptions, Documents & Certs., Additional Information, and Sites. The main area is titled 'Company Info' and contains two tabs: 'Company' (circled with a yellow dot and labeled '9') and 'Address' (also circled with a yellow dot). A callout box above the tabs says: '- Click on 'Complete Account Registration' in your Company Information to complete the registration process.' Below the tabs are input fields for Legal Name (Alligator, Alfred), Doing Business as Name (Sample Company A), Website, Legal Structure, Year Founded, and Company Size. To the right is a map interface with tabs for 'Map' and 'Satellite'. Below the map are fields for Address Label, Office Street Address (with a search bar), Mailing Address (if different), City, and Postal / Zip Code. At the top right of the page are 'Save' and 'Complete Account Registration' buttons, with the latter being green and circled with a yellow dot and labeled '10'. The top right also includes 'Acceptance', 'Adjust Contrast', a bell icon, and a user profile for 'Alfred A.'

9. Confirm **Company** and **Address** information, make any necessary updates.
  - a. When completing the Legal Structure drop-down, see [Appendix 6](#) for guidance on the selection.
10. Click the green **Complete Account Registration**. This confirms the account information with BC Bid.
  - a. In the dialog box, click **OK** to submit the form.
11. The BC Bid Help Desk will review and approve the Company account. An email confirmation will be sent once complete.



Supplier address is posted publicly in the Notice of Award to comply with trade agreement requirements. Suppliers are encouraged to review their BC Bid account to ensure address information is current.



The screenshot shows the BCBid Supplier Dashboard. In the top left, there's a logo for the Province of British Columbia and the text "BCBid". The top right features a user profile for "Alfred A.", an "Acceptance" button, and icons for adjusting contrast and notifications. The main navigation bar includes "Home", "General Info.", and "Sourcing". Below this is the "Supplier Dashboard". On the left, there are three buttons: "Submissions in Progress" (0), "Company Profile" (info icon), and "Opportunities" (magnifying glass icon). Further down are "My Subscriptions" (dollar sign icon) and "Supplier Resources" (information icon). The "Supplier Status" section is highlighted with a yellow circle containing the number "12". It lists five items: "Registration Onboard Pending" (green checkmark), "Preparation Gather Information" (green checkmark), "Enrollment Rev. Review Information" (yellow checkmark), and "Active Supplier Onboard Complete" (green checkmark). To the right of the status section is a message: "There is no item requiring your attention at the moment." Other sections visible include "Welcome Suppliers!" (with a note about updates), "My Subscriptions" (1 result), "Performance", "Closing Soon", and "Recently Amended". At the bottom, there are links for "[Site map]" and "[Legal mentions]".

12.Until the Help Desk reviews the account registration, the Supplier Status will remain in the **Enrollment Review** status.

- a. Suppliers can still search for opportunities, subscribe to notifications or e-Bidding and submit e-Bid responses while the account registration is awaiting review.

The screenshot shows the BC Bid Supplier Dashboard. On the left, there's a sidebar with icons for Company Profile, Opportunities, and My Subscriptions. The main area has several sections: 'Welcome Suppliers!' (0 submissions in progress), 'My Subscriptions' (1 result), 'Performance', 'Supplier Resources' (links to training material and helpdesk), 'Closing Soon', and 'Recently Amended'. A large section on the right is titled 'Supplier Status' and contains four items: 'Registration' (Onboard Pending), 'Preparation' (Gather Information), 'Enrollment Rev.' (Review Information), and 'Active Supplier' (Onboard Complete). A callout bubble with the number '13' points to the 'Active Supplier' item. Below the status section, it says 'There is no item requiring your attention at the moment.'

13. Once the Account Registration is confirmed by the BC Bid Help Desk, the **Supplier Status** area on the Supplier Dashboard will show all steps as complete.

## Register – Additional Users

This section outlines how an individual user registers their BC Bid account as part of a larger organization. This can only be done after the larger organization has created and registered the user's BCeID with the company's BC Bid account.

The screenshot shows the BC Bid login page. At the top, there is a logo for SiteMinder Test Environment and the British Columbia government. The main title is "Log in to sfstest7.gov.bc.ca". Below this, there are two login options: "Log in with BCeID" and "Log in with IDIR". The "Log in with BCeID" option is highlighted with a yellow box and a callout "1" pointing to the "User ID" field. The "User ID" field contains "AAntelope". Below it is the "Password" field, which is currently empty. To the right of the password field is a "Continue" button, which is also highlighted with a yellow box and a callout "2". Below the "Continue" button is a link "Forgot your user ID or password?". At the bottom of the page, there is a note about account creation: "No account? Register for a BCeID". A legal disclaimer at the very bottom states: "Access to or unauthorized use of data on this computer system by any person other than the authorized employee(s) or owner(s) of an account is strictly prohibited and may result in legal action against such person." At the bottom of the page, there are links for "Disclaimer", "Privacy", "Accessibility", and "Copyright".

1. Log in with the Business BCeID **User ID** and **Password** created by the BCeID Account/Profile Manager.
2. Click **Continue**.

See [Appendix 4](#) for information on Additional User responsibilities.

Note: To get a Business BCeID linked to the organization have the BCeID Account Manager complete the Add Additional Users step in the Supplier Account Management Guide.

c. use or attempt to use the login ID or password of any other subscriber;  
d. modify or attempt to modify any Login ID or password except as required by normal business use;  
e. attempt to defeat or compromise the security related to BCeID or any government data processing system;  
f. take any action that might reasonably be construed as altering, destroying or rendering ineffective the security related to BCeID or any government data processing system; or  
g. decompile, disassemble, reverse engineer, or otherwise copy any source code associated with BCeID or any government data processing system.

**OWNERSHIP AND NON-PERMITTED USES**

2. You will not take any action that would be inconsistent with or infringe any proprietary and intellectual property rights of the Province, any Government Body or their respective licensors to any software, hardware, servers, networks or other equipment, and to any documentation or information, used in relation to BCeID or any e-Service.

**CONFIDENTIALITY**

3. You will treat as confidential and will not publish, release or disclose, or permit to be published, released or disclosed either before or after the expiration or sooner termination of this Agreement, any third-party information supplied to, obtained by, or which comes to your knowledge as a result of your access to this e-Service without the prior written consent of the Province or the Government Body, and the third party, as applicable.

This Terms of Use may be modified without notice. In the event that changes are made to this Terms of Use, the modified version will be reposted on this Web site.

**3b**  I accept the Business BCeID Terms of Use and Conditions

**3c** [Continue](#)

[Disclaimer](#) | [Privacy](#) | [Accessibility](#) | [Copyright](#)

3. When logging into BC Bid, the **BCeID Terms and Conditions** will need to be accepted.

If the BCeID is an existing account, the next steps have likely been completed, go to step 8.

- a. Review the terms.
- b. Click the **I accept the terms and conditions** checkbox.
- c. Click **Continue**.
4. Set up the **BCeID password reset questions**.
  - a. Click **Continue**.
5. On the **Password Details Processing** page
  - a. Click **Continue**.
6. Complete the **BCeID password change**.
  - a. Click **Continue**.
7. On the **Password Changed** page.
  - a. Click **Continue**.

The screenshot shows the BCBid registration process. Step 8 is highlighted with a yellow circle and the number '8'. Step 9 is highlighted with a yellow circle and the letter 'a'. Step 10 is highlighted with a yellow circle and the letter 'b'.

**Step 8: Contact Information**

First Name \*: Anita  
Last Name \*: Antelope  
Position \*: Sales  
Email \*: anita@sampleA.com  
Business BCeID username: AAntelope

**Step 9: Address Information**

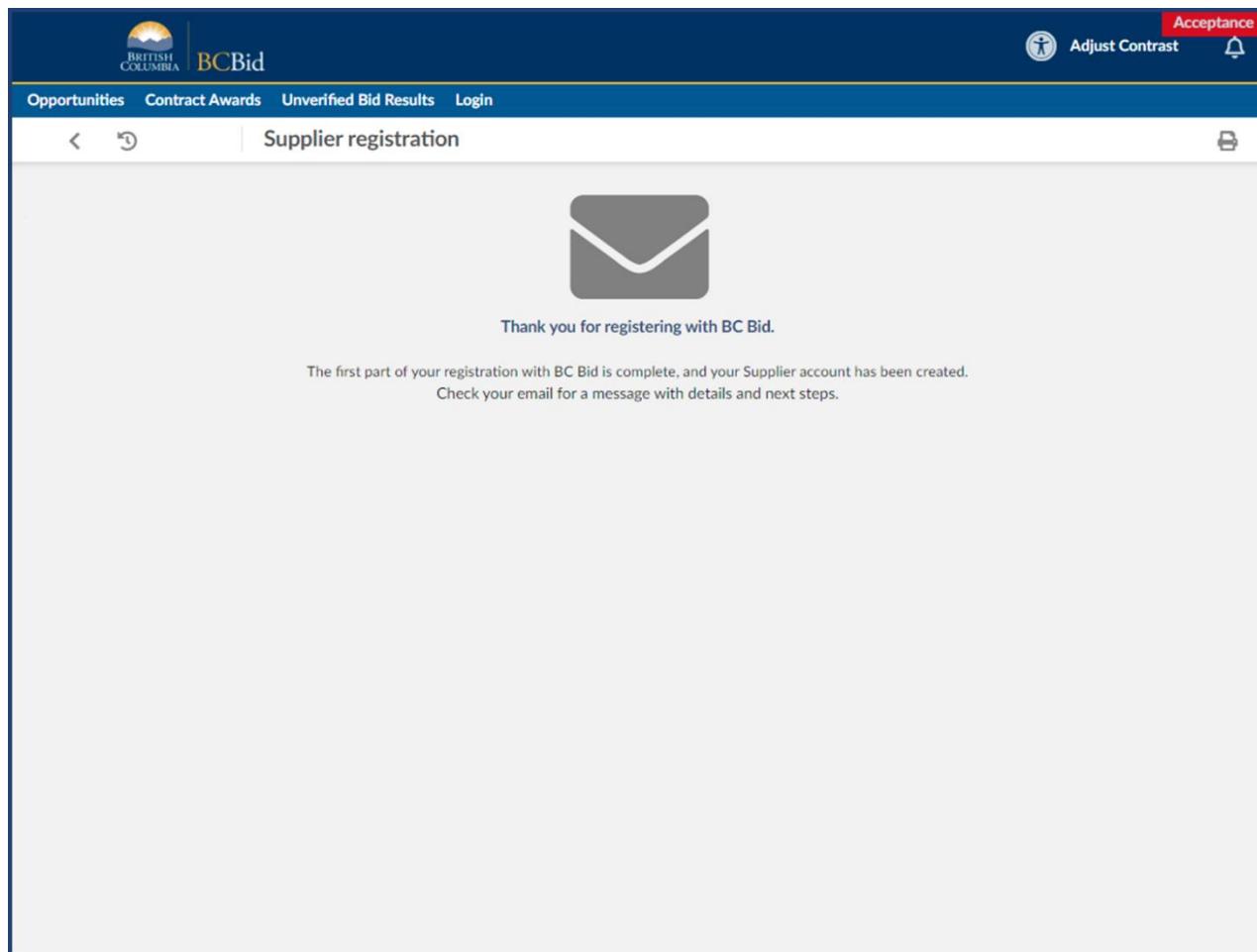
Address Label: (empty)  
Office Street Address: (empty)  
search for an address, a place, a monument or longitude...

**Step 10: Map**

Map Satellite Europe Africa South America Indian Ocean Google Keyboard shortcuts Map data ©2022 Terms of Use

**Buttons:**  
Acceptance Adjust Contrast   
Register Cancel

- 8. Confirm the Company Information and Contact Information.** The information is imported from BCeID. Update the information as needed.
- Complete the **Position** field.
  - Click **Register**.



The screenshot shows the BC Bid website's supplier registration page. At the top, there is a navigation bar with links for Opportunities, Contract Awards, Unverified Bid Results, and Login. On the right side of the header are icons for Acceptance, Adjust Contrast, and a bell. The main content area has a title "Supplier registration" and features a large envelope icon. Below the icon, a message reads: "Thank you for registering with BC Bid. The first part of your registration with BC Bid is complete, and your Supplier account has been created. Check your email for a message with details and next steps." There is also a small "Print" icon in the top right corner of the content area.

9. A confirmation screen of the registration will be displayed.
10. The BC Bid Supplier Admin for the company will need to activate the account in BC Bid before the user can access BC Bid.  
  
The Supplier Admin will receive an email stating that there is an account for activation.
11. Once approved by the Supplier Admin, an email will be sent to the new user with further instructions.



If users log in before the Supplier Admin activates the account, they will receive an Access Denied message. The Supplier Admin will need to follow the [Approve Additional Users](#) step.

The screenshot shows the BC Bid login interface. At the top, there's a header with the BC logo and the text "Log in to sfstest7.gov.bc.ca". Below the header, there's a "Log in with BCeID" section with "Client Test" text. It includes fields for "User ID" (containing "AAntelope") and "Password" (containing "\*\*\*\*\*"). A "Continue" button is below these fields. To the right of the "User ID" field is a callout with the number "12" pointing to it. To the right of the "Continue" button is another callout with the letter "a" pointing to it. Below the "User ID" field is a link "Forgot your user ID or password?". On the right side of the page, there's an "Or log in with:" section containing a "Log in with IDIR" button. Further down, there's a "Need help?" section with a link "Contact the BCeID Help Desk". At the bottom of the page, there's a note about unauthorized access and links for "Disclaimer", "Privacy", "Accessibility", and "Copyright".

12. Once approved by the BC Bid Supplier Admin, log in to BC Bid with BCeID and password.
- a. Click **Continue**.



If an **Access Denied** message is seen when logging in, check that the account has been activated by the Supplier Admin.

The screenshot shows the 'General Terms of Use' page on the BC Bid website. At the top, there's a navigation bar with links for 'Home', 'General Info.', and 'Sourcing'. On the right side of the header, there are icons for 'Adjust Contrast', a user profile (Anita A.), and a dropdown menu. Below the header, the main content area has a title 'General Terms of Use' and a search bar. The page contains several numbered terms:

- 24. In these Terms, unless the context otherwise requires, words expressed in the singular include the plural and vice versa.
- 25. These Terms are the entire agreement between you and the Province with respect to the subject matter of these Terms, and supersede or replace any prior oral and/or written agreements. You must not assign or transfer any of your rights or obligations under these Terms without the prior written consent of the Province.
- 26. If any provision of these Terms is invalid, illegal or unenforceable, that provision will be severed from these Terms and all other provisions will remain in full force or effect.
- 27. All provisions in these Terms in favour of the Province, the PS Entities or the Released Parties, and all rights and remedies of the Province, the PS Entities or the Released Parties, either at law or in equity, will survive the termination of these Terms.
- 28. These Terms will be governed by and construed in accordance with the laws applicable in the province of British Columbia. By using the Service or Optional Services, you consent to the exclusive jurisdiction and venue of the courts of the province of British Columbia for the hearing of any dispute arising from or related to these Terms and/or your use of the Service or Optional Services.

Below the terms, there's a note: 'Version Dated: June 16, 2021' followed by the word 'End'. At the bottom, there are two buttons labeled 'a' and 'b': 'a' points to a checkbox labeled 'I accept the terms and conditions' and 'b' points to a blue button labeled 'Acknowledge'. There are also 'Print' and '[Site map] [Legal mentions]' links at the bottom.

13. Review and accept the BC Bid General Terms of Use.

- a. Click the **I accept the terms and conditions** checkbox.
- b. Click **Acknowledge**.

Supplier Dashboard **14**

Submissions in Progress: 0

Welcome Suppliers! All kinds of exciting things are happening and coming up! Watch this space for updates.

My Subscriptions 1 Results

Ebidding Expiry Notifications Expiry

Performance

Supplier Resources

Intended to provide a list of information resources for Suppliers

- Links to key training material, reference material, policies, etc.
- Information for contacting helpdesk

Closing Soon

Recently Amended

Supplier Status

Registration Onboard Pending
Preparation Gather Information

There is no item requiring your attention at the moment.

[Site map] [Legal mentions]

BC Bid v1.2

14. The **Supplier Dashboard** will be displayed.

## Appendix 1: Provincial Help Desk

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 Help Desk on the BC Bid Public Portal: [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca).

Explore [BC Bid web guides on BC Procurement Resources](#).

## Appendix 2: Training Video Links

Video Name	URL (Link)
Supplier Registration	<a href="https://youtu.be/stKZj50AbBY">https://youtu.be/stKZj50AbBY</a>
Exploring the Supplier Dashboard	<a href="https://youtu.be/_iiHKTHK2Sc">https://youtu.be/_iiHKTHK2Sc</a>
How to Manage Supplier Profile	<a href="https://youtu.be/mHQ1Q_TxdmY">https://youtu.be/mHQ1Q_TxdmY</a>
How to Manage Subscriptions	<a href="https://youtu.be/m0V847DJ1D8">https://youtu.be/m0V847DJ1D8</a>
How to Manage Additional Contacts	<a href="https://youtu.be/SWxUQuSn3M4">https://youtu.be/SWxUQuSn3M4</a>
How to Manage Additional Sites	<a href="https://youtu.be/KR5yIngS3cw">https://youtu.be/KR5yIngS3cw</a>
Responding to an Opportunity	
Providing a Submission (Response Form)	<a href="https://youtu.be/AiD3mF5cAic">https://youtu.be/AiD3mF5cAic</a>
Providing a Submission (Pricing)	<a href="https://youtu.be/bkMO1AeH_o0">https://youtu.be/bkMO1AeH_o0</a>

## Appendix 3: Supplier Admin Responsibilities

In order to create and manage a supplier account within **BC Bid**, the **Supplier Admin** is responsible for completing the following activities:

Application	Responsibilities/Privileges
<b>BCeID</b>	<ul style="list-style-type: none"><li>• Obtaining and activating the Business BCeID account</li><li>• Managing the business BCeID account</li><li>• Creating Business BCeID accounts for additional users</li></ul>
<b>BC Bid</b>	<ul style="list-style-type: none"><li>• Self registration and onboarding of the supplier account</li><li>• Onboarding and activating additional users</li><li>• Paying for e-Bidding and notifications on behalf of additional users (they can also pay for themselves)</li><li>• Revoking and enabling e-Bidding privileges</li><li>• Deactivating additional users</li><li>• Relinquishing the supplier admin role</li><li>• Creating and Managing Supplier Sites</li><li>• Submitting Change Requests</li><li>• Updating contact information (changes from BCeID don't update to BC Bid)</li></ul>

## Appendix 4: Additional User Responsibilities

In order to be assigned to a supplier account, an additional supplier user is responsible for the following activities:

Application	Responsibilities/Privileges
BCeID	<ul style="list-style-type: none"><li>• Contacting the Business Profile Manager to set up and activate a Business BCeID</li></ul>
BC Bid	<ul style="list-style-type: none"><li>• Self registration of additional user account</li></ul>

## Appendix 5: Supplier Role Matrix

	Supplier Admin	Additional supplier user	BC Bid Help Desk
New Supplier Account registration – Business BCeID	Yes	No	No
New Supplier Site creation and registration	Yes	No	No
Validation and approval of new Supplier Account	No	No	Yes
Validation and approval of new Supplier Site	No	No	Yes
Additional supplier user activation	Yes	No	Yes
Revoking e-bidding privileges	Yes	No	Yes
Relinquishing Supplier Admin role to another user	Yes	No	Yes
Paying for Subscriptions on behalf of another user	Yes	No	No
Submitting a Change Request	Yes	No	Yes
Approving a Change Request	No	No	Yes

## Appendix 6: Supplier Legal Structure

When completing the Legal Structure drop-down box on Company Information page, use the following table to identify the structure.

If your organization is registered in BCeID and/or BC Registries as...	...then in BC Bid, make this selection:
Proprietorship - AKA sole proprietorship, doing business as, firm, self-employed	Proprietorship (SP)
General Partnership - Excluding limited partnership (LP) and limited liability partnership (LLP)	Other legal form
BC Corporation - Name ends in Ltd, Ltée, Inc, Limited, Corporation, Corp or ULC	Corporation / Incorporated (CORP, INC)
BC Incorporated Society- A not-for-profit organization incorporated in BC	Other legal form
Extra Provincially Registered Company - AKA extraprovincial company, extra-pro, ex-pro	Other legal form
Extraprovincial Non-Share Corporation - An "Extraprovincial Non-Share Corporation" means a society or association, incorporated or otherwise, formed outside British Columbia. It does not include a society or association, incorporated or otherwise, formed to acquire profit or gain or, that has a capital divided into shares	Other legal form
Other - LP, LLP, non-registered society, association, charity, business registered outside Canada	Limited Liability Company (LCC, LC, Ltd. Co) or Limited Liability Limited Partnership (LLLP) or Limited Liability Partnership (LLLP) or Limited Partnership (LP)

BCBid