



## Purchasing Services Ministry of Citizens' Services BC Bid<sup>®</sup> Registration Guide

### 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.

A registration on BC Bid will allow for the selection of subscription services. Registering without selecting a service will not provide additional privileges or download abilities beyond what is available by anonymously browsing the site.

#### Step 1

Click on the **Supplier Registration** link in the upper right-hand area of the BC Bid homepage ([www.bcbid.ca](http://www.bcbid.ca)).

#### Step 2

Read the Terms and Conditions of Use and if in agreement, click **I Agree** at the bottom of the page.

#### Step 3

On the Self Registration page enter contact information, create a UserId and password and click **Submit and Continue**.

#### Step 4

On the Registration Continued page, select one or both of the available services:

- a) The Email Notification subscription service will automatically notify you of opportunities that match your profile. The cost of this service is \$100.00 plus applicable taxes per year. Click the **yes** or **no** radio button.
- b) The Ebidding subscription service allows for the submission of electronic bids through the BC Bid system (only on opportunities which permit ebids). The cost of this service is \$150.00 plus applicable taxes per year.
  - i) Click the **yes** radio button to select; the second question (*Are you the person in your company paying for the e-Bid service?*) must be **no** at this time. Payment cannot be made until the Ebidding Authorization form has been faxed and processed. The form can be downloaded by clicking on the link in the eBid paragraph on that page.
  - ii) Click the **no** radio button if the service is not required.
- c) Click the **Submit and Continue** button. If the Email Notification service is selected, the screen will refresh, add a **Pay Now** button and state the cost of the service (*if only the Ebidding service is selected, proceed to step 5*).
- d) Click the **Pay Now** button to open the Internet Payment Programs screen and enter Visa, Mastercard or American Express credit card information. When the transaction is Approved, click the **Printer Version** to print a copy of the receipt.
- e) Click **Submit**.
- f) Click **Submit and Continue**.

### *Step 5*

Registrations for only the Email Notification service can choose to enter in company information on the Additional Information screen or the **Skip and Continue** button.

Registrations for eBidding must fill in the Additional Information. Enter company address and contact numbers and click **Submit and Continue**.

### *Step 6*

If the Email Notification Service was purchased, click on **Go** beside Product Information on the Profile Setup page. *If only the E bidding Service is being purchased, proceed to step 7.*

To choose categories for email notifications, click onto one of the three main categories of **Construction, Goods** or **Services** to expand the listing. Choose categories by clicking on the checkboxes. To search through categories by keyword, click **Search for a Product** near the top of the screen.

After categories are chosen, the registration for Email Notifications is complete. Notifications will be sent to the email address on the profile when an opportunity is posted into one of the selected categories.

### *Step 7*

If the E bidding Service is selected, fill out and fax the E bidding Authorization form (available on the eServices page). Be sure to specify a six to ten alphabetic and/or numeric E bidding Key on the form. The E bidding Key will be entered on the online registration by BC Bid after the fax is received. An automated email is sent when the processing is complete.

Note that the E bidding Key **must** be entered on any Ebids submitted as it is the electronic equivalent of an authorized signature. If the E bidding Key is forgotten, a new Authorization form must be submitted. BC Bid is unable to send out or communicate the Key information.