



Ministry of Forests, Lands and Natural Resource Operations

Harvest Billing System

Industry Procedure for Connecting to HBS

January 25, 2012

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1. INTRODUCTION

1.1. Scale Data Submission

For several years, industry clients have submitted scale return data to the Ministry of Forests, Lands and Natural Resource Operations using either EDI or paper submission. This information was imported or added directly into the Harvest Database System (HDBS) in a summary format. On April 1, 2003, the Harvest Billing System (HBS) began accepting detailed scale data; industry clients can either submit data to the HBS as an XML file, or entered directly online. The HBS summarizes the information and prepares invoices.

In order to be able to provide electronic scale data at a detailed level in the required format, industry clients are required to upgrade their handheld scaling software, and weight scale software. In addition, where scale sites send data to the ministry via corporate systems; these systems also require upgrading in order to provide the required HBS detailed format files.

1.2. Electronic Document Delivery

For several years, industry clients had the option to receive invoices from the Ministry of Forests, Lands and Natural Resource Operations in paper form or electronically through EDI. The ministry introduced true electronic commerce for delivery of specified documents with the implementation of Phase 3 of the HBS. This functionality was deployed in October of 2003 when electronic invoice delivery via EDI was no longer supported. Under the Phase 3 implementation invoice delivery continues to be available in paper form and electronic invoice delivery is available via email notification and/or FTP document retrieval. The standard for electronic invoices will be XML and PDF. In addition to the described invoice delivery methods, industry clients may also log on to HBS and export invoice data files similar to those delivered electronically.

Electronic delivery will include:

- Invoices for crown timber,
- volume statements for private timber,
- compiled sample statements, and;
- ratio reports for weight scale populations.

1.3. Stratum Advisor

Stratum Advisor 2000 has been decommissioned and the ministry has discontinued monthly Stratum Advisor database updates. HBS Stratum Advisor has mirrored the functionality that was available in Stratum Advisor 2000 in an online application.

HBS Stratum Advisor allows plan administrators to perform the following tasks:

- Set precision level and sampling floor limits.
- Enter volume (loads and size) estimates from production forecast estimates and statistical data.
- Enter strata content for sampling plan, including expected stratum profiles and ratios.
- Enter estimated standard deviation for each stratum.
- Calculate optimum or unconstrained sample precision and frequency.
- Constrain either sample size or precision.
- Calculate final precision and sampling frequencies.

With the ability to capture and store sampling plans in its database, and the introduction of a “propose, review and approve” workflow for plans, the Stratum Planning process will be far more streamlined and integrated using HBS.

2. HBS TRAINING AND SUPPORT FOR INDUSTRY

2.1. Training

Web Based Training is available to industry for training on HBS. This training is available through a link on the HBS home page <https://www.for.gov.bc.ca/hva/hbs/> or can be obtained in a CD version through the HBS Help Desk.

2.2. Support

The HBS Help Desk is available Monday to Friday 8:00 am to 4:00 pm to support industry with HBS questions. The contact details are as follows:

Telephone: 1-877-387-8349

Email: FORHVAP.HBSHELP@gov.bc.ca

In addition, problems can be reported directly to the Help Desk by filling in the HBS Problem form by clicking the HELP link at the top right of any screen within HBS itself.

3. CONNECTING TO HBS

3.1. Industry Checklist for Connecting to HBS

INDUSTRY CHECKLIST FOR CONNECTING TO HBS	
1	Software complies with HBS technical specifications. (Section 3.2.1)
2	First level tests have been completed and software approved by MOFR (Sections 3.2.1 & 3.2.2)
3	Register and obtain a BCEID for all company's users (Section 3.2.4.1)
4	Ensure your Industry User Administrator has been enrolled in HBS. (Section 3.2.4.2)
5	Ensure your Industry Site Administrator has been enrolled in HBS. (Section 3.2.4.3)
6	Ensure your Scalers have been enrolled in HBS (optional). (Section 3.2.4.4)
7	Ensure Scalers have their Scaler Authentication keys. (Section 3.2.5)
8	You have contacted the District Scaling Supervisor to receive the amendment to the scale site authorization letter and to request and to switch to detailed submission in HBS. (Section 3.2.6)
9	You have obtained and gone through the HBS web based training. (Section 2.1)
10	ISA has established daily processes to ensure that scale data files submitted from each site are properly updated to HBS.

3.2. Process for Connecting to HBS

This section discusses the procedures that you as an industry client of the Ministry of Forests, Lands and Natural Resource Operations need to follow to connect to the Harvest Billing System.

3.2.1. Step 1: Software Compliancy

The ministry has provided detailed technical specifications outlining the format and edit criteria for the production of HBS compliant files. In addition, test scenarios are provided to assist industry clients and vendors in validating software. These files can be accessed at <https://www.for.gov.bc.ca/hva/hbs/techspecs.htm>

Vendors upgrading their systems according to the technical specifications will be responsible for testing that the output format of the scale return files match that provided in the HBS technical specifications.

3.2.2. Step 2: Software Approval Process

The testing and software approval of the vendor scale data collection software is ongoing. Vendor software that has been approved for HBS is listed at: https://www.for.gov.bc.ca/hva/hbs/approved_software.htm.

Industry clients wishing to connect to HBS must contact their Ministry of Forests, Lands and Natural Resource Operations district scaling supervisor and provide the software product and version that they intend to implement. The district will reference SCS to verify if the industry client's handheld and/or weight scale software has been approved for HBS use. If the software or major version is not listed, industry must contact their software vendor to determine the status of HBS approval.

It is responsibility of the industry client to ensure they are using HBS approved software. It is the responsibility of the software vendors to conduct the pre-requisite format tests available on the HBS project site for software approval.

3.2.3. Step 3: Determine Submission Method

There are several ways to submit data to HBS:

- Online data entry,
- attaching files using the HBS upload screen, and
- automated FTP(only for companies who submit multiple files on a daily basis).

If you require **Automated FTP**, you will need to contact the HBS Help Desk to provide them with the firewall (static) IP addresses of your systems so your data can be placed in the same folder as that used by the HBS upload screen for collection.

3.2.4. Step 4-7: Enrolment Process

Updates will need to be made to your HBS client profiles before you can access and use HBS. If you do not currently access HBS, you will need to follow the first time enrolment section below and thereafter provide additional details. If you currently have a BCeID follow the section on Updates to Information only.

3.2.4.1. Obtain a BCEID

Before beginning the HBS enrolment procedure, Industry Clients must obtain a Business BCeID. For more information and to begin the BCeID registration process, go the BCeID website: <https://www.bceid.ca/> The BCeID Help Desk can be reached @ 1-888-356-2741

3.2.4.2. First Time Enrolment

You will only be able to enroll on HBS if you have a registration key provided by the Ministry of Forests, Lands and Natural Resource Operations. These registration keys were first distributed to industry clients during HBS Phase 1. If you are unable to locate your registration key, download, complete and fax the Application to Establish the Industry User Administrator Role located at <https://www.for.gov.bc.ca/hva/hbs/industryinfo.htm>

Once the registration key is received, you can now formally request enrolment. Enrolment is activated from the public website at <https://www2.for.gov.bc.ca/hbs> under Public User Services. The enrolment should be activated by the individual who will perform the role of the **Industry User Administrator** in your company.

The enrolment request will be sent to the HBS Manager for approval. You will be advised via email of your successful enrolment. Companies must continue to submit paper scale documentation until their electronic access has been completed.

Once the Industry User Administrator is enrolled, they will be expected to enroll other users within their own organization namely the Industry Site Administrator (mandatory) and Scalers (optional).

3.2.4.3. Updates to Information

Large companies

You will need to establish and enroll an Industry Site Administrator (ISA). Each site needs to have an ISA assigned to it. If you are already registered in HBS, you will need to have your details updated in your profile to include the ISA or Industry Scaler role. This information should be updated by your Industry User Administrator (IUA).

Once updates have been approved the IUA will be advised, and they in turn will advise any individuals who have been updated.

Small companies

Many small scale site operators may choose to authorize their scaler to be the ISA for their operation. In this case, you can contact the district scaling supervisor and ask for assistance with enrolment.

3.2.4.4. Scaler Enrolment

Scalers may be enrolled in HBS by IUA of their employer which will allow them the right to view data for that scale site, and modify data for their scaler licence number. If a scaler is not granted access by their employer, they may contact their district scaling supervisor for assistance with enrolment to gain access to HBS to view and modify data scaled under their scaler licence number. They will be required to be set-up as a client of the ministry and will act as their own IUA. They will only be given privileges associated with the scaler role in HBS.

3.2.5. Step 8: Ensure Scalers have Authentication Keys

Scalers require an authentication key to digitally sign their own scale returns. If a scaler needs to change or create an Authentication Key, they can do so through the Ministry Scaling Administrator at their district office or Business Billing Support @ 1-877-387-8349, option 5.

3.2.6. Step 9: Ministry of Forests, Lands and Natural Resource Operations District Authorization

Before connecting to HBS, contact your ministry district scaling supervisor to ensure certain details are captured at the ministry district office, confirmed and mailed to you on an amendment to the scale site authorization. Your scale site(s) may also need to be added to the HBS Scale Site profile to allow for detailed submission on HBS.

The following details will be confirmed:

- Scale Site(s) to be converted.
- Submission frequency.

3.2.7. Minor Software Revisions

Minor revisions will not require vendors to submit test data to the ministry for validation. Vendors are permitted to release minor revisions customized for specific scale sites without informing the ministry of an incremental release.

A minor revision is classified as a modification to the software that corrects a deficiency or provides an enhancement without compromising routines for HBS critical functions.

3.2.8. Major Software Revisions

Vendors will be required to follow the processes for software approval. On successful validation of the vendor supplied XML test transmissions, the ministry will issue a letter to the vendor stating approval of the current software version / revision and note any acceptable exceptions.

A major revision is classified as a modification to the software that has the potential to impact the following HBS requirements:

- DDN Construction.
 - Document versioning.
 - XML Formatting.
 - Event Type assignment.
 - Volume calculation.
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4. ELECTRONIC DOCUMENT DELIVERY

4.1. Industry Checklist for Receiving Electronic Document Delivery

INDUSTRY CHECKLIST FOR RECEIVING ELECTRONIC DOCUMENT DELIVERY	
1	Companies that import their electronic documents into a corporate system and require unattended delivery, must contact the HBS Help Desk to provide them with the firewall (static) IP addresses of your systems, and the associated client number. (Section 4.2.2)
2	Obtain a copy of the electronic document delivery Memorandum of Understanding from the HBS Website (https://www.for.gov.bc.ca/hva/hbs/industryinfo.htm), or contact Billing Business Support @ FORHVAP.BillingBusSprt@gov.bc.ca to request a copy. (Section 4.2.3)
3	Ensure your Industry Document Receiver(s) has/have been enrolled in HBS. (Section 4.2.4)

4.2. Process for Establishing Electronic Document Delivery

This section discusses the procedures that you as an industry client of the Ministry of Forests, Lands and Natural Resource Operations need to follow to receive electronic invoices and other electronic documents from the HBS. Clients not wishing to receive documents electronically need not initiate an Electronic Document Delivery MOU.

4.2.1. Step 1: Software Compliancy

There are no mandatory software requirements identified by the ministry for the retrieval or use of electronically delivered documents.

The ministry has provided detailed technical specifications outlining the format of all documents that will be delivered electronically from HBS. In addition, test XML and PDF files have been provided to enable you to confirm your software is capable of receiving and storing the documents sent to you by HBS.

These files can be accessed at <https://www.for.gov.bc.ca/hva/hbs/techspecs.htm>

4.2.2. Step 2: Determine Delivery Method

There are two ways to receive electronic documents from HBS.

- **Attended Electronic Delivery:** clients configured for this option must have a designated industry document receiver (the IDR role) who will receive emails with links to files that contain electronic versions of documents designated for electronic delivery. The IDR will be responsible for printing the PDF documents or retrieving the XML data files.
- **Unattended Electronic Delivery:** (restricted to clients currently transferring scale data via FTP) clients configured for this option will have files that contain electronic versions of documents designated for electronic delivery posted to the ministry FTP server. The client will be responsible for retrieving all data files posted to the FTP server. An email will be sent to the designated IDR of the client whenever a new file is posted to the FTP site.

If you require the **Unattended Electronic Delivery**, contact the HBS Help Desk to provide your computer's firewall (static) IP address so your data can be placed in a secure FTP folder for client retrieval. Please contact the HBS Help Desk if you require this option.

Note: For a given client location code ALL reports designated for electronic delivery (including "payable by" and "copy to" invoices) will be delivered in the manner selected. It will not be possible for example to receive ratio reports via paper and piece scale documents using one of the electronic delivery options.

4.2.3. Step 3: Memorandum of Understanding

The Ministry has developed an electronic document delivery Memorandum of Understanding (MOU) for industry clients who wish to receive electronic delivery of their HBS documents. The purpose of the MOU is to confirm the understanding that the delivery of documents in the manner described is the electronic equivalent of the physical delivery of the paper documents and to specify the agreed method of delivery. The MOU will be administered at Timber Pricing Branch, and will be signed by an authorized representative of each industry client and an authorized ministry representative.

A copy of the electronic document delivery MOU can be obtained from the following HBS website <https://www.for.gov.bc.ca/hva/hbs/industryinfo.htm>, or by contacting Billing Business Support @ FORHVAP.BillingBusSprt@gov.bc.ca

Mail or fax the completed MOU to Timber Pricing Branch @ 250 387-9738 or PO Box 9511 Stn Prov Govt, Victoria BC V8W9C2

4.2.4. Step 4: Enrolment Process

HBS will provide each industry client location with the option to receive the designated documents electronically. Client locations selecting electronic delivery will be required to establish and enroll an Industry Document Receiver (IDR). Each client should have a minimum of one IDR per client location. The IDR will receive email notification of each electronic document delivery.

- Contact your company's IUA to add your IDR(s) to your client profile.

Once the IDRs have been established and the MOU has been signed by an industry and ministry official, the Statement Delivery Profile can be created.

Contact **Billing Business Support** to have the profile created.

5. STRATUM ADVISOR

5.1. Sampling Plan Administrator

This section discusses the procedures that you as an industry client of the Ministry of Forests, Lands and Natural Resource Operations need to follow to submit proposed weight scale sampling plans to HBS via the Stratum Advisor.

5.1.1. Enrolment Process

In HBS each industry client population owner will be required to manage and submit proposed sampling plans through the on-line HBS Stratum Advisor.

You will need to establish and enroll a Sampling Plan Administrator (IPA). The IPA will have access to the on-line HBS Stratum Advisor to create and submit proposed weight scale sampling plans. Each population owner must have a minimum of one IPA.

- Contact your IUA to add your IPA(s) to your client profile.