

# Log Exemption Information System LEXIS 2.10

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Operating Manual 1.2 for Industry Users

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## Background/Introduction

This manual is set up to provide step-by-step instructions by role or security access level to the Log Exemption Application System (LEXIS). There are several levels of online access in LEXIS: Provincial Submitter for industry clients, and Application Approver and Exemption Approver for staff. Each role is assigned particular views of the data.

The role assigned to an industry client or their agent, is called Provincial Submitter and uses an individual's BCeID user ID, which is linked to the business BCeID account for a given ministry client number. A BCeID user ID may be linked to more than one client number, but each login instance will only show the exemptions/permits/offers associated with that client number. If a BCeID user ID has access to more than one client account in LEXIS, they will be required to select one at the time of login.

This manual will display screen shots usually taken from our test system where the data does not always reflect an actual application and the description of names, logs, values, or locations are primarily fictional.

The intention of the screen shots is to aid the reader in navigating LEXIS by highlighting the fields described as required data entry fields with the red outline of an arrow (e.g. ) , as well as notable bits of information with a solid colour red arrow or star (e.g.   ).

## Getting Access to LEXIS

In preparation for using LEXIS, the industry client must start with a business BCeID account and assign individual user BCeIDs in that account to use ministry applications such as LEXIS on behalf of that company.

Additionally, the company must be assigned a ministry client number to record in the database. Many organizations in the industry will already have a client number, but if not, one can be requested by providing some basic company information. Requests for a ministry client number can be sent to [Provincial.Log.Export.Analyst@gov.bc.ca](mailto:Provincial.Log.Export.Analyst@gov.bc.ca). Online access to LEXIS includes access to the Electronic Submission Framework (ESF) where the user may submit electronic files of the exemption application(s).

An agent can also make an application for exemption on behalf of a company. This must be requested by the company working with the agent and include the agent's BCeID User ID and their contact information.

The request for access to LEXIS must be submitted by email to [Provincial.Log.Export.Analyst@gov.bc.ca](mailto:Provincial.Log.Export.Analyst@gov.bc.ca), and include the ministry client account number/name, list of user's full name(s), plus each user's BCeID user ID.

Provincial staff who require access to LEXIS using their IDIR can also request it by email to [Provincial.Log.Export.Analyst@gov.bc.ca](mailto:Provincial.Log.Export.Analyst@gov.bc.ca), or through their area export officer.

## User Roles in LEXIS

The Provincial Submitter role allows the user to sign into LEXIS on behalf of an organization to request/edit exemption applications, review approved exemptions, place an offer to purchase on an advertised application, request permits, and print completed/issued permits. The Provincial Submitter role also allows the user to upload electronic files of their LEXIS applications via logging into the Electronic Submission Framework (ESF).

Most ministry export staff are assigned the role of Application Approver which allows them similar functions as the Provincial Submitter, as well as to approve applications for advertising, enter the minister's decisions on offers to purchase, approve permit applications, and finally, calculate and prepare invoices for the Fee In Lieu of Manufacture amounts. They also add to LEXIS the individual and blanket Order in Council (OIC) exemptions issued.

Regional Executive Directors are assigned the Exemption Approver role in LEXIS and are delegated to authorize all Ministerial Order exemption approvals on behalf of the Minister.

## Login into LEXIS and Electronic Submission Framework ESF (Provincial Submitter)

To login to LEXIS, go to <https://apps.nrs.gov.bc.ca/ext/lexis/showWelcome.do>. For ESF, go to <https://apps.nrs.gov.bc.ca/ext/esf/submissionWelcome.do>. A window will open where the user can login using their BCeID User ID and password and then selecting the Continue button.

If you forget your User ID or Password, you will need to contact the BCeID Help Desk, and a link is provided on the same screen.

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### Log in to testapps.nrs.gov.bc.ca

Log in with BCeID

User ID  
Use a Business, Personal or Basic BCeID

Password

Continue

[Forgot your user ID or password?](#)

No account?  
[Register for a BCeID](#)

Or log in with:  
[Log in with IDIR](#)

★ Need help?  
[Contact the BCeID Help Desk](#)

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.

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A successful login to LEXIS will open to the *Provincial - Summary* page. This is the 'home' screen. From here you will be able to navigate LEXIS either using the LEXIS Menu on the left hand side, or directly access your applications/offers/exemptions/permits by scrolling through the various tables shown on the page.

A successful login to ESF will open to the 'Electronic Submission – Welcome' page. From here, it is possible to upload the LEXIS XML files and search for files to monitor their status.

## Application for Exemption (Provincial Submitter)

Applications for an exemption to export unmanufactured timber can be submitted directly in the Log Exemption Information System (LEXIS), or XML file submissions can be uploaded using the Electronic Submission Framework (ESF) interface. Either way, only applications for surplus timber are posted on the Weekly Advertising List, versus applications for specialty timber where the application is reviewed by the Timber Export Advisory Committee (TEAC).

## Apply for an Exemption Through the Surplus Test

Applications for Exemption can be entered in LEXIS either by manual data entry, or via electronic data upload using a ministry online application called [Electronic Submission Framework](#) (ESF).

## Electronic Data Upload

Login to ESF using the same BCeID User Id and password used for LEXIS on the 'Electronic Submission – Welcome' page. From here, users can upload the LEXIS XML files and search for files to monitor their status. There is a specific format to be followed when uploading an XML file with a LEXIS application for exemption. For more details or if you have questions, please contact your area export officer or the Provincial Log Export Analyst for further assistance.

The screenshot displays the 'Electronic Submission - Welcome' page. At the top, there is a search bar with radio buttons for 'By Submission Id' (selected) and 'By User Reference'. Navigation links include 'Main Index', 'Contact Us', and 'Help'. The breadcrumb trail reads: 'B.C. Home > Forests and Range > Electronic Submissions > Welcome'. The main heading is 'Electronic Submission - Welcome', with sub-headers for 'Organization: Ministry of Forests (Production Test)' and 'User: Judith (lexisext) Elkins'. Below this is a 'Welcome to the MoFR Electronic Submission Site' section. A list of actions is provided: 'Upload Submission: Upload a new document for processing by the government.', 'Search: Search for a submission you have already made, and check the status of it. Some submissions may take some time to be accepted. You may also be notified via email as to the status of the submission.', and 'View Types: View the types of submissions currently supported by this website. From here you can download the schema's that are used to validate a submission.' The left sidebar contains a 'B.C. HOME' section with links to 'Ministry of Forests and Range' and 'Ministry of Agriculture and Lands'. Below this is an 'Electronic Submissions' section with a list of links: 'Welcome', 'Upload Submission', 'Search', and 'View Types'. A red arrow points from the 'Upload Submission' link in this sidebar to the 'Upload Submission' link in the main content area. A red star is placed next to the 'Search' link in the sidebar. At the bottom of the sidebar is a 'Related Links' section with links to 'Natural Resource Sector Service Desk' and 'ESF Information Web Site'.

To upload a new XML file, select Upload Submission and the page will refresh to:

*Electronic Submission - Upload Submission*  
**Organization:** Ministry of Forests (Production Test)  
**User:** Judith (lexisext) Elkins

**Upload Submission**

\* Choose Submission Type:

User Reference:

\* Browse or Enter Submission File:

\* Mandatory Fields.

It is mandatory to choose a Submission Type, as well as select a file. First, select LEXIS as the Submission Type from the dropdown menu.

B.C. Home > Forests and Range > Electronic Submissions > Upload Submission

*Electronic Submission - Upload Submission*  
**Organization:** Ministry of Forests (Production Test)  
**User:** Judith (lexisext) Elkins

**Upload Submission**

\* Choose Submission Type:

User Reference:

\* Browse or Enter Submission File:

\* Mandatory Fields.

- Harvest Application
- Opening Submission
- As-Built Roads Submission
- FTC
- WASTE
- Startup Notification
- LEXIS
- Test Schema
- FSP - Forest Stewardship Plan Submission
- Edited Unit Test Schema (disabled)
- Edited Unit Test Schema2 (disabled)
- Edited Unit Test Schema (disabled)
- ECAS
- Invasive Alien Plant Program
- Edited Unit Test Schema9
- Edited Unit Test Schema 12
- PSCIS - Provincial Stream Crossing Submission
- CSP
- ISP
- Edited Unit Test Schema14 (disabled)
- Edited Unit Test Schema20
- Edited Unit Test Schema21 (disabled)
- Editeed greegrer (disabled)
- Unit Test Schema24
- Editted Unit Test Schema 25
- Editted Unit Schema 26 (disabled)
- Edited Unit Test Schema27 (disabled)
- Unit Test Schema28
- Resource Road Application

- MASTER - 2021-07-09 15:57

ACCESSIBILITY

Next, select the Browse button to identify your XML file. Note there is an option to add a reference name/number for your file in the User Reference field.

**Electronic Submission - Upload Submission**  
**Organization:** Ministry of Forests (Production Test)  
**User:** Judith (lexisext) Elkins

**Upload Submission**

\* Choose Submission Type:

User Reference:

\* Browse or Enter Submission File:

\* **Mandatory Fields.**

Select the Upload Submission button if you are satisfied with your entry. The system will immediately check the data in the file and confirm whether the submission has been validated or not. Please check the email address you'd like the status messages sent to and change if not. This notification will advise either success or failure of the file upload. It is important to confirm the file was successfully uploaded, and the email notification will do that for you. Alternately, you can check all files and their status in ESF, and/or by logging into LEXIS to make sure all files are listed.

If you are happy with everything, you must select the Finalize Submission button next.

**Electronic Submission - Confirm Submission**  
**Organization:** Ministry of Forests (Production Test)  
**User:** Judith (lexisext) Elkins

**Submission Summary: Submission Validated** ★

<b>File Submission Type:</b>	LEXIS
<b>File Name:</b>	Interfor_136_7B.xml
<b>File Size:</b>	4KB
<b>Submission Timestamp:</b>	2021-07-09 16:17:57
<b>User Reference:</b>	Interfor_136_7B

---

We have received the following in your submission:

Submission Validated

---

Which email address would you like the Submission Status Messages to be sent to?

★

There can be no notification if the email is undeliverable. Please ensure the address is correct and come back to this site if notification has not been received within a day.

---

What would you like to do now?

Finalize the submission for processing by the ministry.

Cancel the submission process and do not send to the ministry.

The file has now been successfully queued for processing but is not finished yet.

## Electronic Submission - Complete Submission

**Organization:** Ministry of Forests (Production Test)

**User:** Judith (lexisext) Elkins

### Submission Successfully Queued

**Submission ID:** 136304  
**File Submission Type:** LEXIS  
**File Name:** Interfor\_136\_7B.xml  
**File Size:** 4KB  
**Submission Timestamp:** 2021-07-09 16:17:57  
**User Reference:** Interfor\_136\_7B

The file has been successfully submitted and queued for processing. You may receive courtesy e-mails throughout the approval process.

Please periodically check the status of your submission by visiting the [Search Page](#).

If you check the Search Page at this point, it will likely confirm the file has been submitted. This means the system is working on it but not yet successfully transmitted it. The status field confirms this.

## Electronic Submission - Submission Details

**Organization:** Ministry of Forests (Production Test)

**User:** Judith (lexisext) Elkins

### Submissions Details

**Submission ID:** 136304  
**Submission Type:** LEXIS  
**Submission Timestamp:** 2021-07-09 16:23:57  
**File Name:** [Interfor\\_136\\_7B.xml](#)   
**User Reference:** Interfor\_136\_7B  
**Status:** Submitted  
**Submitter:** BCEID\LEXISEXT  
**Attachments:**

[Back to Search](#)

Message

Date

When completed, the status should be Accepted.

**Electronic Submission - Search**  
**Organization:** Ministry of Forests (Production Test)  
**User:** Judith (lexisext) Elkins

**Search Submissions**

Submission Type:  Status:   
 Submission Id:   
 Submitter:   
 From Start Date:  To End Date:

<b><u>Id</u></b>	<b>Submission Type</b>	<b>Submitted By</b>	<b>User Reference</b>	<b>Status</b>	<b>Submission Date</b>
<a href="#">135218</a>	LEXIS	BCEID\LEXISEXT	2021-179-1b	Accepted	2021-03-25 15:51:30

Record per page:  Page  1/1

If there is a problem the status will change to Rejected and a reason given. The reason for rejection can be obtained by selecting the blue ID number to open it. It will also be sent the email of the submitter.

**Electronic Submission - Search**  
**Organization:** Ministry of Forests (Production Test)  
**User:** Judith (lexisext) Elkins

**Search Submissions**

Submission Type:  Status:   
 Submission Id:   
 Submitter:   
 From Start Date:  To End Date:

<b><u>Id</u></b>	<b>Submission Type</b>	<b>Submitted By</b>	<b>User Reference</b>	<b>Status</b>	<b>Submission Date</b>
<a href="#">136304</a>	LEXIS	BCEID\LEXISEXT	Interfor_136_7B	Rejected	2021-07-09 16:23:57

Record per page:  Page  1/1

In the example shown below, the error is that the Package Number is a duplicate, including each line in the Summary of Scale. The file would need to be resubmitted with corrections.

## Electronic Submission - Submission Details

**Organization:** Ministry of Forests (Production Test)  
**User:** Judith (lexisext) Elkins

### Submissions Details

**Submission ID:** 136304  
**Submission Type:** LEXIS  
**Submission Timestamp:** 2021-07-09 16:23:57  
**File Name:** [Interfor\\_136\\_7B.xml](#)   
**User Reference:** Interfor\_136\_7B  
**Status:** Rejected  
**Submitter:** BCEID\LEXISEXT  
**Attachments:**

[Back to Search](#)

Message	Date
Your Provincial Application for Exemption has failed with the following issues:  Unexpected Error: Package number already exists. Unexpected Error: The package volume has already been met. Unexpected Error: A scale with the same Timber Mark/Species/Grade combination already exists. Unexpected Error: The package volume has already been met. Unexpected Error: A scale with the same Timber Mark/Species/Grade combination already exists. Unexpected Error: The package volume has already been met. Unexpected Error: A scale with the same Timber Mark/Species/Grade combination already exists. Unexpected Error: The package volume has already been met. Unexpected Error: A scale with the same Timber Mark/Species/Grade combination already exists. Unexpected Error: The package volume has already been met. Unexpected Error: A scale with the same Timber Mark/Species/Grade combination already exists. <a href="#">More Info</a>	2021-07-12 17:02:57

## Manual Data Entry

To manually create a new application for exemption, login to LEXIS using your BCeID User ID and select *Create/Edit Application* in the left hand navigation pane from your home page.



The screenshot shows the LEXIS application interface. On the left is a blue navigation menu with the following items: LEXIS Menu, Provincial (Summary, Create/Edit Application, Application Search, Exemption Search, Create/Edit Offer, Offer Search, Permit Search), Indian Reserve, and Logout. A red arrow points to the 'Create/Edit Application' link. On the right, there is a 'Provincial - Summary' section with fields for 'Client Number:' and 'Company Name:'. Below that is a 'My Applications' section with a table:

Application	Status
31661	New
31621	Exempte
31620	Approve
31619	Exempte
31618	Approve

This will direct you to the *Provincial – Application Details* screen. The application can be navigated by clicking on the tab names *Owner/Agent*, *Application*, *Items*, *Documents* and *Offers*.

## Owner/Agent tabs

Based on the login information, the client name/number will auto-fill on the *Owner* tab, including the first Client Location code and corresponding Contact Name. Using the dropdown menu select the correct Client Location (if more than one is available), and the complete the Contact Name, as necessary. This Contact Name will appear on the published Advertising List.

If you are an agent acting on behalf of the owner of the timber, select the *I'm an agent* tick box and the *Agent* tab will appear next to the *Owner* tab for completion. Your company info will also auto-populate on the *Agent* tab, so you must return to the *Owner* tab and enter the correct Client Number, Client Location and Contact Name, as this will appear on the Advertising List.

If there is no agent acting on behalf of the owner of the timber, the owner is considered to be the 'applicant'.

### Provincial - Application Details

**Owner** | Application | Items | Documents | Offers

\* Client Number: 00001074 ←

Applicant Type: Owner

\* Client Location: 00 - WOODLANDS SERVICES ↓ ←

\* Contact Name: KARIM VIRAMI ←

Company Name: NORSKE SKOG CANADA LIMITED

Address: ATTN ACCT DEPT JOHANN BOULTER SUITE 2300 1055 WEST GEORGIA STREET PO BOX 11101

City: VANCOUVER

Province: BC

Postal Code: V6E3P3

Country: CANADA

Phone No.: 6046544521

Fax No.: 6046544571

E-Mail: JUDITH.ELKINS@GOV.BC.CA

 I'm an agent:

Application Number: Save Cancel

New  
Status:  
New  
Author:

STER in TEST [BCEID\LEXISEXT]      COPYRIGHT    DISCLAIMER    PRIVACY    ACCESSIBILITY

## Application tab

User must enter the mandatory information for each field under the *Application* tab:

- *Region* selected from the dropdown must be the region where the logs were harvested
- *Product Type* will default to Harvested (selection of Standing, Unmanufactured also on dropdown)
- *Exemption Reason* will default to Surplus for all advertised logs (selection of Economic, Utilization also on dropdown)
- *Application Date* will default to today's date

- *List Date* dropdown offers the choice of two future Weekly List dates but defaults to the next available list date

Note: the requested *Exemption Term* will default to the six month equivalent of 180 days. This is considered ample time before the exemption expires to obtain both a provincial and federal export permit and arrange transportation of the timber to the border for export.

Client view.

**Log Exemption Information System**  
 Ministry of Forests, Lands, and Natural Resource Operations

Main Index ► Help ?  
 Contact Us ►

**Provincial - Application Details**

Owner | **Application** | Items | Documents | Offers

\* **Region:** Skeena Natural Resource Region ▼

\* **Product Type:** Harvested Timber ▼

\* **Exemption Reason:** Surplus ▼

\* **Application Date:** 2021-02-23

**List Date:** 2021-02-24 ▼

**Exemption Term**

\* **Days:** 180

**Months:** 0

**Years:** 0

**Application Number:** [Save] [Cancel]

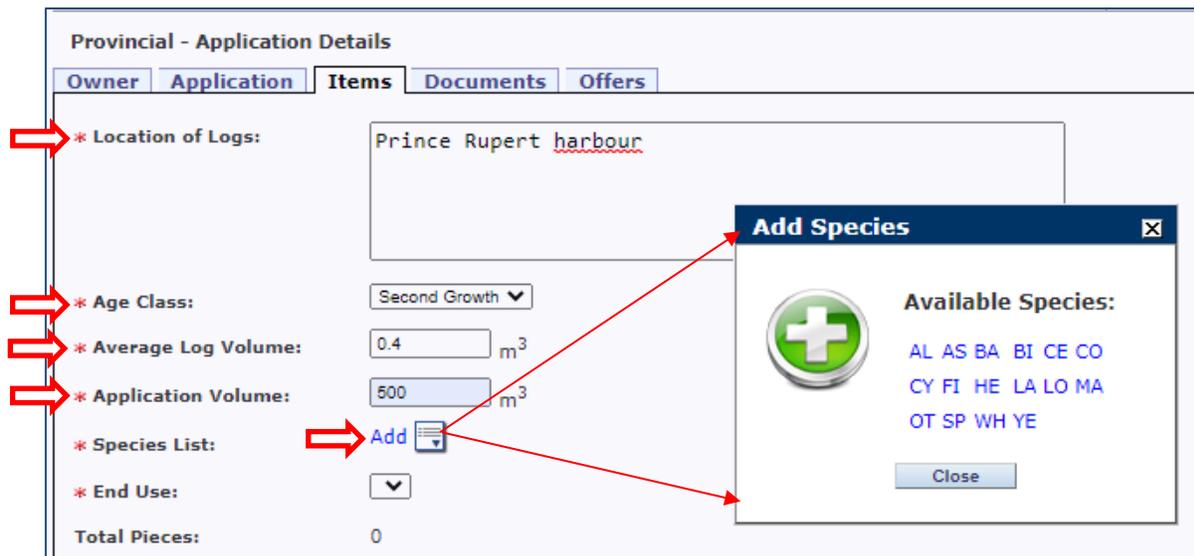
New  
**Status:**  
 New  
**Author:**

MASTER in TEST [BCEID\LEXISEXT]      COPYRIGHT    DISCLAIMER    PRIVACY    ACCESSIBILITY

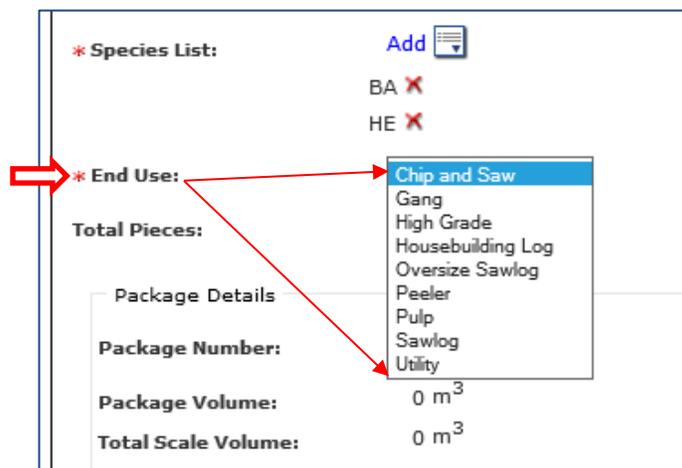
### Items tab

User must enter some mandatory information under the *items* tab:

- An accurate description of the *Location of Logs* (up to 250 characters)
- Select Old or Second Growth for *Age Class*
- *Average Log Volume* as cubic metres (m<sup>3</sup>), system will round to one decimal point
- *Total Application Volume* as cubic metres (m<sup>3</sup>), system will round to one decimal point



- For Species List, selecting the *Add* button will open a new window to list the species options that are based on the region selected for this application, displaying all allowed combinations for your selection
- Select each species code, one at a time, closing the window when all that apply have been selected
- Based on the region and species selected above, the user must select the dropdown arrow for *End Use*, and select the most appropriate end use from the list



- Total Pieces is a system-generated display of the cumulative number of pieces from all packages in the application and will be displayed after scale items are entered

## Save the Application

The application must be saved at this point, allowing the Application Number to be automatically assigned.

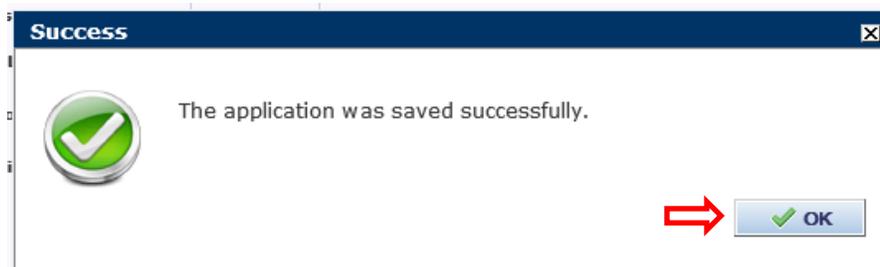


Select the *Save* button located at the bottom right corner of the window.

A new window will open asking you to confirm you have submitted accurate information. After selecting the tick box, select the OK button to close the window. An application number cannot be assigned unless this is agreed to. Selecting the Cancel button will close the small window and not save anything.

A screenshot of a software application window. At the top, there is a dropdown menu for 'End Use' set to 'Sawlog' and a 'Total Pieces' field set to '0'. Below this is a 'Package Details' section with fields for 'Package Number', 'Package Volume' (0 m³), 'Total Scale Volume', 'Total Pieces', 'Average Length', 'Average Top Diameter', 'Package Status', 'Reprocessed?', and 'Package Comment'. At the bottom of this section are 'Create New Package' and 'Update Package' buttons. A 'Summary of Scale' table is visible at the bottom of the main window, with columns for 'Timber Mark', 'Scale Type', 'Pieces', 'Species', 'Grade', 'Volume (m³)', and 'Delete'. An 'Add Item' button is next to the table. At the bottom of the main window is an 'Application Number' field and 'Save' and 'Cancel' buttons. Overlaid on top of the main window is a 'Confirm Save' dialog box. The dialog box contains a hand icon, the text 'Checking "I Agree" confirms that I have submitted accurate application details', an 'I Agree' checkbox which is checked, and 'OK' and 'Cancel' buttons. Red arrows point to the 'I Agree' checkbox and the 'OK' button.

A new window will open to confirm the save. Select the OK button to close this window.



The Save function will trigger the system to assign an *Application Number* as the screen refreshes and will allow package/boom details to be added in the lower portion of the screen, as necessary (e.g., coastal applications).

**BRITISH COLUMBIA** *Log Exemption Information System* Main Index ▶ Contact Us ▶ Help ?

Ministry of Forests, Lands, and Natural Resource Operations

Provincial - Application Details

Owner Application Items Documents Offers

\* Location of Logs: Prince Rupert harbour  
 \* Age Class: Second Growth  
 \* Average Log Volume: 0.4 m<sup>3</sup>  
 \* Application Volume: 500.0 m<sup>3</sup>  
 \* Species List: Add  
 BA ✗  
 HE ✗  
 \* End Use: Sawlog  
 Total Pieces: 0

Package Details

Package Number:   
 Package Volume: 0 m<sup>3</sup>  
 Total Scale Volume: 0 m<sup>3</sup>  
 Total Pieces:  
 Average Length: 0 metres  
 Average Top Diameter: 0 rads  
 Package Status:  
 Reprocessed?  
 Package Comment:

Summary of Scale:

Timber Mark	Scale Type	Pieces	Species	Grade	Volume (m <sup>3</sup> )	Delete
<input type="button" value="Add Item"/>						

Application Number: **31663**  
 Status: New  
 Author: BCEID\LEXISEXT

### Add Package Details and Summary of Scale

For applications made for timber harvested in the coastal area, operational guidelines require the timber to be scaled before advertising. For applications made from within the interior areas, the operational guidelines do not require package and scale details until a permit is requested.

The total volume of all packages must not exceed the volume requested in the exemption application. Correspondingly, the total volume of the Summary of Scale in a package must not exceed the stated package volume.

To add package details, click on *Create New Package* button.

Package Details

Package Number:

Package Volume: 0 m<sup>3</sup>

Total Scale Volume: 0 m<sup>3</sup>

Total Pieces:

Average Length: 0 metres

Average Top Diameter: 0 rads

Package Status:

Reprocessed?

Package Comment



This will open a small window to enter information about the whole package, usually supplied by the scaling company and should match with the Summary of Scale information:

- Package Number – \*must be unique, can be up to 20 characters long
- Volume – total volume for the package, in cubic metres
- Average Length – average log length for the package, in metres
- Average Top Diameter – average top diameter for the package, in rads
- Status and Reprocessed Indicator fields should remain as they are

**Create New Package**



Package Number:

Volume:  m<sup>3</sup>

Average Length:  m

Average Top Diameter:  rads

Status:

Reprocessed Indicator:

Comments:



For each package created, Summary of Scale data must be added. For each line item of scale, select the *Add Item* icon, at the far right.

Summary of Scale:

Timber Mark	Scale Type	Pieces	Species	Grade	Volume (m <sup>3</sup> )	Delete
						 Add Item

Application Number:

Selecting the *Add Item* icon opens a small window. The *Add Scale Data* window allows you to enter the timber mark, piece count, species, and grade, as well as volume in cubic metres. The Species and Grade options on the dropdown menus will only display those allowed for the region specified on the application.

When complete, select the Add button to save the line item to the Summary of Scale. The system will verify if the Timber Mark is valid for the region of the application and return an error if not.

**Add Scale Data**
✕



**Timber Mark:**

**Pieces:**

**Species:**

**Grade:**

**Volume:**  m<sup>3</sup>

Note with each saved scale line item, the system will display a cumulative total scale volume and pieces for the package. The user can then easily monitor how close they are getting to the Package Volume

Package Details

Package Number:

Package Volume: 372.0 m<sup>3</sup>

Total Scale Volume: 186.3 m<sup>3</sup>

Total Pieces: 308

Average Length: 10.0 metres

Average Top Diameter: 11.0 rads

Package Status: Active

Reprocessed? N

Package Comment

Summary of Scale:

Timber Mark	Scale Type	Pieces	Species	Grade	Volume (m <sup>3</sup> )	Delete
31W	C	231	Balsam	Grade H	140.1	<input type="checkbox"/>
31W	C	77	Balsam	Grade J	46.2	<input type="checkbox"/>

When satisfied all the Summary of Scale items have been added and the scale volume meets the Package volume, select Cancel in the bottom right corner to exit from the application and return the Application Search screen. Only select Save if you have made other updates to the application.

Package Details

Package Number:

Package Volume: 372.0 m<sup>3</sup>

Total Scale Volume: 372.0 m<sup>3</sup>

Total Pieces: 697

Average Length: 10.0 metres

Average Top Diameter: 11.0 rads

Package Status: Active

Reprocessed? N

Package Comment

Summary of Scale:

Timber Mark	Scale Type	Pieces	Species	Grade	Volume (m <sup>3</sup> )	Delete
31W	C	231	Balsam	Grade H	140.1	<input type="checkbox"/>
31W	C	77	Balsam	Grade J	46.2	<input type="checkbox"/>
31W	C	389	Hemlock	Grade J	185.7	<input type="checkbox"/>

Application Number: 31661

Approval for advertising of applications in the Coastal regions will only happen when the Package contains Summary of Scale data.

For the Interior regions, even after harvesting has begun, Summary of Scale data is not required until a permit can be requested.

**NOTE:** Be sure to contact your area export officer for all submission requirements specific to your area.

Should you need to add another Package to the application, select the *Create New Package* button, and repeat the above instructions. Remember the total volume of all packages cannot exceed the volume of the application.

To see/edit/create the summary of scale data for an existing package, select the desired package number from the Package Number drop down list, and repeat the above process.

A screenshot of a web form. The 'Package Number' field is a dropdown menu with 'FAN19-2' selected and highlighted in blue. A red star is positioned to the right of the dropdown. Below it, the 'Region' field shows 'PET20-220-001' and 'Rural Resource Region'. The 'Species and End Use Sort' field contains 'HE/BA/GN'.

### Edit Package Details

Before an application is approved, the Package Details section may be edited. By selecting the Update Package button, a new window will open, and corrections can be made to the Package Number, Volume (but not to exceed the volume of the application), Average Length, and Average Top Diameter.

Press the Save button to save your changes, or the Cancel button to discard them.

This section will be locked to further changes after approval.

A screenshot of a software interface. On the left is a sidebar with a 'Species List' and 'End Use' section. The main area is a dialog box titled 'Update Existing Package' with a close button (X). Inside the dialog, there are several input fields: 'Package Number' (2022-179-1B2), 'Volume' (124.5 m<sup>3</sup>), 'Average Length' (10.3 m), and 'Average Top Diameter' (18.7 rads). Each of these fields has a red arrow pointing to it. Below these are 'Status' (Active) and 'Reprocessed Indicator' (No) dropdown menus. A 'Comments' text area is below that. At the bottom right of the dialog are 'Save' and 'Cancel' buttons, with a red arrow pointing to the 'Save' button. Below the dialog, in the main interface, are three buttons: 'Create New Package', 'Update Package', and 'Delete Package'. A red arrow points down to the 'Update Package' button.

## Edit Summary of Scale

To edit a line of scale, the line item must first be deleted, then re-entered correctly. Keep in mind the total volume in Summary of Scale cannot exceed the Package Volume entered in the Package Details section.

Summary of Scale: 

Timber Mark	Scale Type	Pieces	Species	Grade	Volume (m <sup>3</sup> )	Delete
31W	C	231	Balsam	Grade H	140.1	X
31W	C	77	Balsam	Grade J	46.2	X 
31W	C	389	Hemlock	Grade J	185.7	X

 Add Item

Deleting a line of scale is possible by selecting the red 'X' in the Delete column beside the line item.

Next, a small "Delete Scale" window will open with details of the line to be deleted. Confirm deletion by selecting the Delete button. To cancel the deletion, select the Cancel button.



The screen will refresh with the revised totals after the deletion is confirmed. Next, select the *Add Item* icon to open a new window and add the correct data. Saving the recently added line item will refresh the total volume and pieces.

## Documents tab

If a document relating to the application needs to be uploaded, select the *Add Attachment* icon.

Provincial - Application Details 

Owner Application Items **Documents** Offers

File Name	Description	Type
-----------	-------------	------

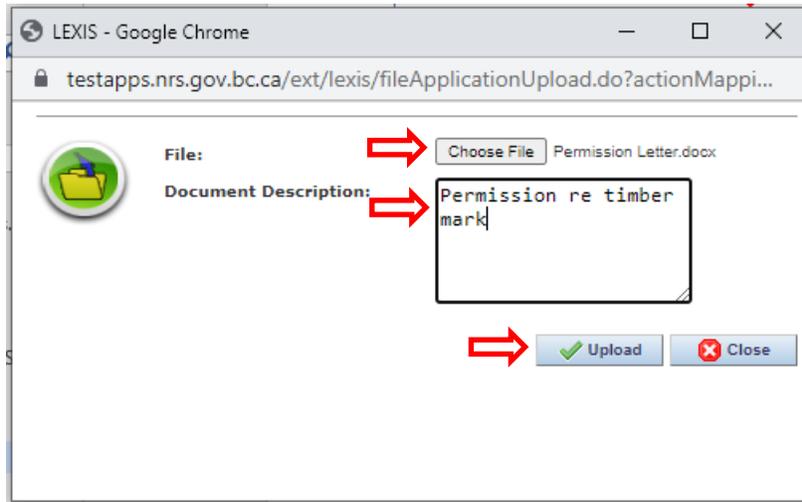
 Add Attachment 

Application Number: 31661  
Status: New  
Author:

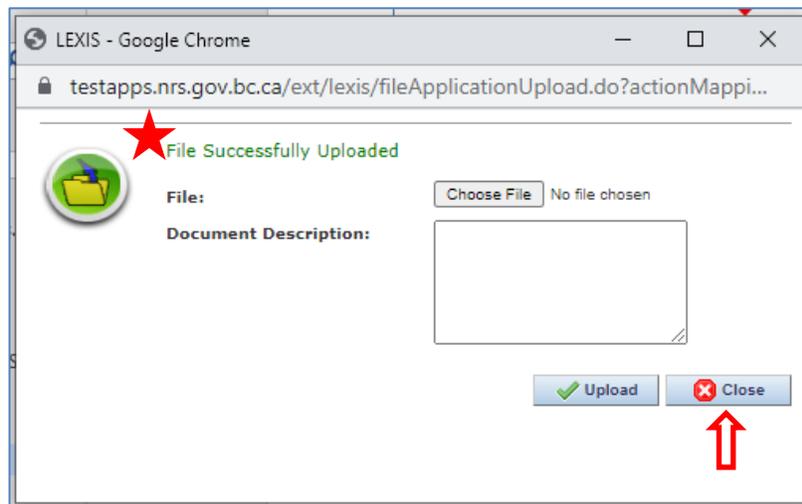
Save Cancel

A new window will open where you can identify the document to attach.

Select the *Choose File* button to search your directory and press *Open* to select the file. Enter a valid Document Description to make identifying it easier, especially if the document name won't be obvious to someone who needs to read it.



Next select the *Upload* button. Once complete, you will see a "File Successfully Uploaded" message in green, or an error message in red. The small window will stay open, in case other documents need to be added as well.



User may add as many documents as required, including different file types by selecting the *Choose File* button each time. When finished, select the *Close* button to close the window. All documents added will be listed on the Documents tab and will stay with the Application as it moves through to the exemption/permit stages.

Provincial - Application Details		
File Name	Description	Type
<a href="#">Permission Letter.docx</a>	Permission re timber mark	Inspection Files
<a href="#">Logs on beach.jpg</a>	Photo logs on beach	Inspection Files

[Add Attachment](#)

Describe the documents effectively. Check with the area Export Officer for all necessary documents.

## Offers tab

The Offers tab will list any offers received on the advertised timber and remains blank otherwise.

## Edit an application before approval for advertising

An application for any given Advertising List date must be submitted before end of day of the Final Date for the Receipt of Applications listed on the Schedule for Advertising List, i.e., the cut-off date which is the day before the listing date. It may not be edited after the status changes to Approved.

The Schedule for the calendar year is posted on the [Weekly Advertising Lists](http://www2.gov.bc.ca/gov/content?id=EEC95AA8942A4E3BA7A71C707E6F2BF5) webpage at <http://www2.gov.bc.ca/gov/content?id=EEC95AA8942A4E3BA7A71C707E6F2BF5>.

Applications will be reviewed for approval on the List Date (Wednesdays). The Advertising List will be posted before the end of business day and is posted to the public Weekly Advertising List webpage. Most often, the List is available in either CSV or PDF format. Year-to-date and historical lists in CSV format are also posted on the webpage.

## Confirming an application has been approved

To check the status of an application, check the Applications table on the Summary or home page. Alternately, select *Application Search* and by selecting the Status option from the drop down box allows the user to view the status of various applications.

If the application has been rejected or withdrawn, the applicant will be automatically notified by email, including a brief explanation (**new with 2.10 release**). Notification will be sent to the email on file for that client number and location code. No notification will be sent for an approved application.

### *Helpful Tip:*

If at any time during the 2-week advertised period the client knows a boom/package needs to be re-sorted or is sold domestically, it is recommended they contact the area export office to withdraw the application and avoid further processing.

## Review an Application for Exemption

An application for exemption to export unmanufactured timber can be entered in LEXIS by a client, or by Ministry staff, but staff must have the client's permission to do so. Primarily, the Application Approver will review the exemption application to approve or reject for advertising on the List Date.

On the day of the Advertising List, area Export staff will review all submitted applications by the cut-off date for completeness, correctness, and eligibility. Applications not approved will not appear on the Weekly Advertising List. If the application is rejected or needs to be withdrawn, the client will be notified via email with a reason stated. The List Date can be changed to the following week, allowing the applicant time to make necessary changes, however, no automatic email notification will be generated in this case. You may be contacted separately.

## Editing an Application for Advertising

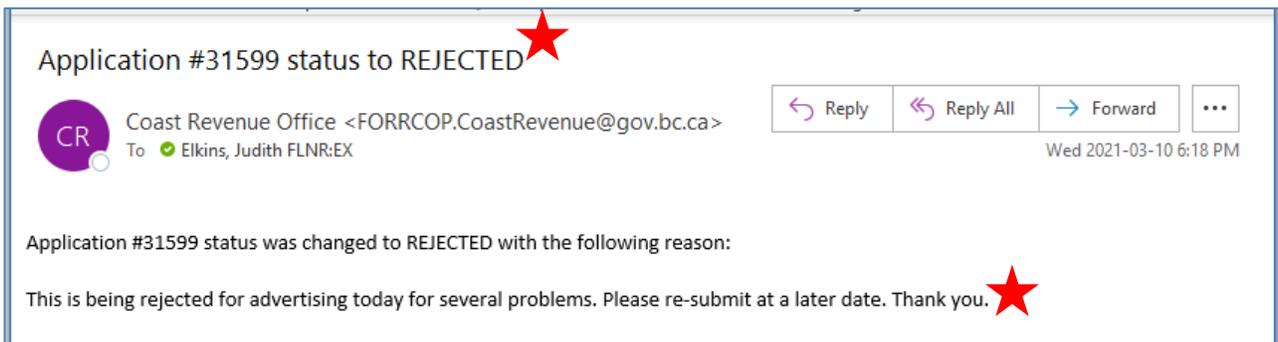
Prior to approval, the applicant can edit their application for exemption. However, on the List Date and after, they will not be able to edit the application.

If applications are approved for publishing, the applicant will not be notified but the application(s) will be listed with 'Approved' status on the home (Summary) page in the Applications table. Should an application be disapproved for advertising, it will be either rejected or withdrawn by the staff and a reason for the disapproval will be entered in LEXIS. After saving the rejected/withdrawn application, an automated email notification will be created by the system (new with release 2.10) and sent to the advertising applicant.

The email notification will auto-complete with the email address on file for the applicant's client number and client location code. The purpose is to advise the advertising client of the decision and provide an explanation in one simple step. When an agent is listed, the email will go to that email address.

As an example, see below for a copy of the email for the Rejected status of application #31599, auto-generated by LEXIS. It is sent from the area export office email to the client's email address on file.

For easy reference, the subject line quotes both the application number and the status change. The body of the message duplicates the reason entered at the time of disapproval.



## Offers on Advertised Applications

**New as of LEXIS 2.10** - LEXIS now grants industry clients the ability to submit offers on provincial timber advertised on the Advertising List before the Final Date for Receipt of Offers (as determined by the published Schedule for Advertising List). To do this, the offering client must have a valid BCeID User ID and be granted access to LEXIS. The offering client is responsible to enter, and as necessary, withdraw their own offers.

Any valid offer received as of the "Offers must be withdrawn by" date in the published Advertising Schedule will be forwarded to the Timber Export Advisory Committee (TEAC) for review and determination on behalf of the Minister.

The TEAC will not consider offers to purchase logs by any company or individual that has exported logs, directly or indirectly, from BC within the previous 90 days.

## Create an offer

An offering client must login to LEXIS with their BCeID to place an offer on an eligible application number.

After logging in, select *Create/Edit Offer* in the left-hand navigation pane which will direct you to a *Provincial – Offers* screen.



Application	Status	Exemption Reason	Exemption Type	Exemption Number
31977	Exempted - New	Surplus	Ministerial	21-8583
31976	Exempted - New	Surplus	Ministerial	21-8583
31975	Exempted	Surplus	Ministerial	21-8582

The *Offering Company Details* should auto-complete user's Company name per the login (**new with release 2.10**). The user must then enter the company Contact Name.

Ministry of Forests, Lands, and Natural Resource Operations

Cont

**Provincial - Offers**

Application Details

**Application Number**

**Package Number**  [See Scale Detail](#)

Offering Company Details

**Company**  ★

**Contact Name**  ←

Offer Details

**Application/Package Volume** 0.0 m<sup>3</sup>

**Offer Volume**  m<sup>3</sup>

**Species/End Use**

**Offer Amount (\$/m<sup>3</sup>):**

**Pickup Location: 250 characters remaining**

**Listing Date:**

**Offer Received Date:** 2021-07-23

**Offer in Effect Until:**

**Offer Conditions/Remarks 250 characters remaining**

Offer Withdrawal

User must know the advertised Application Number in order to place an offer against it. The Application Number can be found on the Advertising List. If the application is not eligible to receive offers, an error message will be displayed.

**Provincial - Offers**

Application Details

← **Application Number**  \* - Application 31623 is no longer accepting offers

**Package Number**  [See Scale Detail](#)

Offering Company Details

**Company**

**Contact Name**

After the application number is entered on the Offers screen, the system will auto-populate the listing date, application/package volume and species/end use. The user should verify the application details match the advertised information before proceeding.

Ministry of Forests, Lands, and Natural Resource Operations

**Provincial - Offers**

Application Details

Application Number: 40351

Package Number: TEST22-84-2A-017 [See Scale Detail](#) ★

Offering Company Details

Company: NORSKE SKOG CANADA LIMITED

Contact Name: Log Buyer

Offer Details

★ Application/Package Volume: 1117.0 m<sup>3</sup>

★ Offer Volume:  m<sup>3</sup>

★ Species/Grade: WH/SL

Offer Amount (\$/m<sup>3</sup>):

Pickup Location:  
250 characters remaining

★ Listing Date: 2022-03-23

Offer Received Date: 2022-04-05

Offer in Effect Until:

Offer Conditions/Remarks  
250 characters remaining

For all coastal regions, the system will display the *Package Number(s)* associated with the application number. Where multiple packages exist, a *Package Number* drop down box will be available. For each Package Number, a 'See Scale Detail' link will also appear (new with release 2.10). Select the See Scale Detail link to open a small window to display the Summary of Scale for that package number. Select the OK button to close this window.

Scale Detail



Timber Mark	Scale Type	Pieces	Species	Grade	Volume (m <sup>3</sup> )
03292	C	117	White Pine	Grade H	118.0
03292	C	717	White Pine	Grade I	818.0
03292	C	71	White Pine	Grade J	181.0

→

For interior regions, there will be no package information associated with the application, but an offer for all or part of the application volume is acceptable for applications in those regions (new as of LEXIS 2.10).

User will be required to complete the Offer Volume, Offer Amount, Pickup Location and Offer Conditions/Remarks (optional).

*Ministry of Forests, Lands, and Natural Resource Operations*

**Provincial - Offers**

Application Details

Application Number: 40351

Package Number: TEST22-84-2A-017 [See Scale Detail](#)

Offering Company Details

Company: NORSKE SKOG CANADA LIMITED

Contact Name: Log Buyer

Offer Details

Application/Package Volume: 1117.0 m<sup>3</sup>

Offer Volume:  m<sup>3</sup>

Species/Grade: WH/SL

Offer Amount (\$/m<sup>3</sup>):

Pickup Location: 250 characters remaining

Listing Date: 2022-03-23

Offer Received Date: 2022-04-05

Offer in Effect Until:

Offer Conditions/Remarks: 250 characters remaining

After completing the sections, press *Save* to complete the offer.

Selecting *Cancel* will remove the offer and all it's details.

The save will be confirmed and a system-generated email notification will be sent to the applicant advising them an offer has been placed on the application, with an email copy sent to the relevant area export office. User does not have the opportunity to cancel the email.

<b>Species/Grade</b>	HE/BA/CS
<b>Offer Amount (\$/m<sup>3</sup>):</b>	85.00
<b>Pickup Location:</b> 233 characters remaining	to be determined.
<b>Listing Date:</b>	2022-03-23
<b>Offer Received Date:</b>	2022-04-05
<b>Offer in Effect</b>	
<b>Offer Condition</b> 250 characters	
<b>Offer Withdra</b>	

**Email Sent Success** [X]



Save successful.  
Email notification sent successfully to both the applicant and regional office.

 OK

Should the advertising applicant have no email address attached to their application, the save will be confirmed plus the offering client will be reminded they are responsible to notify both the advertiser and the relevant regional office via other methods. The user will be reminded of this and must acknowledge the warning by selecting the OK button.

<b>Contact Name</b>	Log Buyer
<b>Offer Details</b>	
<b>Application/ Pa</b>	
<b>Offer Volume</b>	
<b>Species/Grade</b>	
<b>Offer Amount (</b>	
<b>Pickup Location</b> 231 characters	

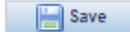
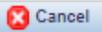
**Save Success** [X]



The purchase offer was saved successfully.  
As no valid email address is attached to this client, no email notification will be sent and the Region will not be notified, consequently you must notify both the Applicant and the corresponding Regional office of your offer and/or offer withdrawal at this time.

  OK

After the save function, the screen will refresh and an offer number will be assigned and displayed at the bottom of the screen. User may want to record this number for later reference.

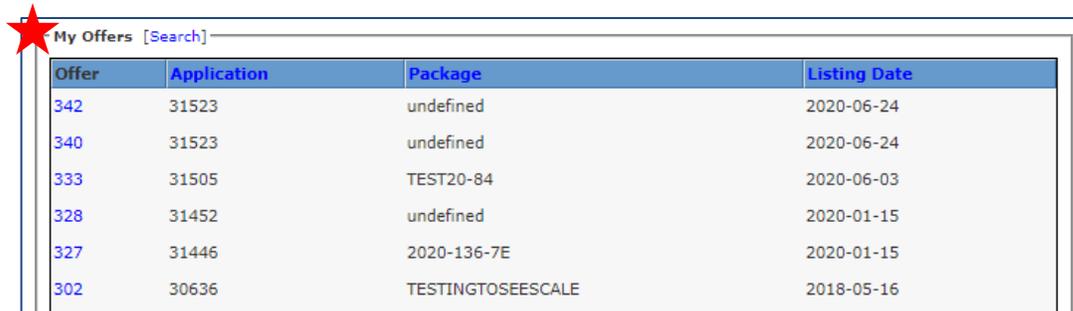
<b>Approval</b>	
<b>Fair Market Value:</b>	No
<b>Valid Offer:</b>	Yes
<b>Offer Approved:</b>	No
<b>Offer Number:</b>	383 
<b>Author:</b>	BCEID\LEXISEXT
 	
[BCEID\LEXISEXT]	
COPYRIGHT	DISCLAIMER
PRIVACY	ACCESSIBILITY

Ministry staff will ensure an offer is forwarded to the Timber Export Advisory Committee for review and decision unless it is 'withdrawn' before the deadline. The status of the offer will be indicated in the *Approval* section.

Select Cancel in the bottom right corner to exit the Offer as selecting save a second time will generate a second email notification.

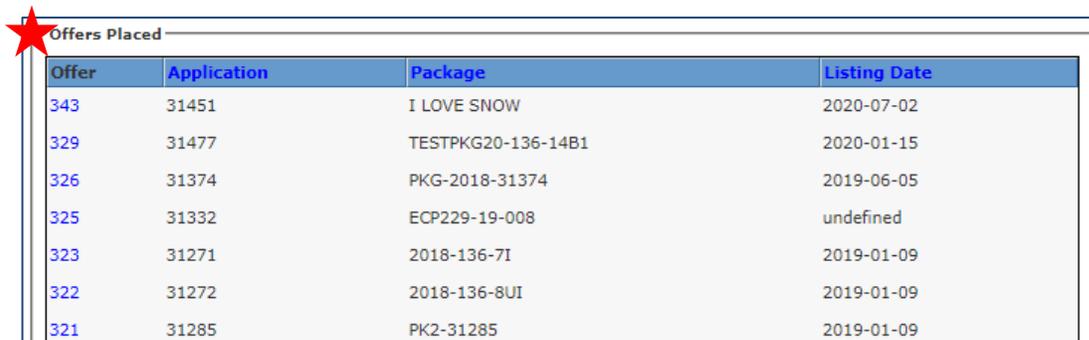
## Reviewing an Offer Placed or My Offers (received)

An Applicant can review offers that have been made on their applications, by returning to the home/Summary page and scrolling down to the My Offers table. Also, if the Application number is known, the user can select on *Offer Search* from the LEXIS Menu and find an offer to open and review.



Offer	Application	Package	Listing Date
342	31523	undefined	2020-06-24
340	31523	undefined	2020-06-24
333	31505	TEST20-84	2020-06-03
328	31452	undefined	2020-01-15
327	31446	2020-136-7E	2020-01-15
302	30636	TESTINGTOSEESCALE	2018-05-16

As an Offeror, the user can scroll down to the Offers Placed table to see the offers they have placed (new as of LEXIS 2.10). Any offer placed can be withdrawn before the "Offers must be withdrawn by" date.



Offer	Application	Package	Listing Date
343	31451	I LOVE SNOW	2020-07-02
329	31477	TESTPKG20-136-14B1	2020-01-15
326	31374	PKG-2018-31374	2019-06-05
325	31332	ECP229-19-008	undefined
323	31271	2018-136-7I	2019-01-09
322	31272	2018-136-8UI	2019-01-09
321	31285	PK2-31285	2019-01-09

Clients can only see the offers made on applications where they are the applicant or owner. Likewise, they will only see the offers they have placed on advertised applications.

## Withdraw an Offer Placed

New as of LEXIS 2.10 – To withdraw an Offer before the final date to receive offers, user must locate and open the offer to enter the withdrawal date and reason. The offer can be found 2 ways: either from your Summary page on the Offers Placed table or select Offer Search from the LEXIS Menu.

## Search from Offers Placed

On your Summary page, scroll down to the bottom to find the Offers Placed table where the most recent offer is at the top by default. Information in the columns can be sorted by selecting a blue column header to change the order from ascending to descending, and vice versa. Confirm the Application and Offer Number is listed.

**Offers Placed**

Offer	Application	Package	Listing Date
363	31618	TEST21-84-2-014	2021-04-07
361	31620	TEST21-84-1B-024	2021-04-07
345	31594	TEST-21-84-1B-01	2021-03-10
341	31530	TEST-OFFER-84-2A_1	2020-07-02
333	31505	TEST20-84	2020-06-03
324	28479	2016-TEST-09	undefined

6 purchase offers found

## Search from Offer Search

**BRITISH COLUMBIA** *Log Exemption Information System*  
 Ministry of Forests, Lands, and Natural Resource Operations

Main Index ► Help ?  
 Contact Us ►

**LEXIS Menu**

**Provincial**

- Summary
- Create/Edit Application
- Application Search
- Exemption Search
- Create/Edit Offer
- Offer Search**
- Permit Search

**Indian Reserve**

**Logout**

**Provincial - Offers Search**

Application Number:

Package Number:

Client Number:

Listing From Date:

Listing To Date:

Region:

Withdrawn From Date:

Withdrawn To Date:

Note you cannot search by the Offer Number at this time. User might know the Application or Package Number (or other) to enter, then select the Search button. In the Search Results, confirm the Offer Number is listed.

In the Search Results, confirm the Offer Number is listed and open by selecting the offer number.

**Provincial - Offers Search**

**Application Number**  **Region:** Cariboo Natural Resource Region  
Kootenay-Boundary Natural Resource Region  
Northeast Natural Resource Region  
Omineca Natural Resource Region  
Thompson-Okanagan Natural Resource Region  
Skeena Natural Resource Region  
South Coast Natural Resource Region  
West Coast Natural Resource Region

**Package Number**

**Client Number**

**Listing From Date:**

**Listing To Date:**

**Withdrawn From Date:**

**Withdrawn To Date:**

Search

Search Results

Offer	Application	Package	Listing Date	Natural Resource Region Code	Offer Withdrawn Date
<a href="#">383</a>	40351	TEST22-84-2A-017	2022-03-23	RSC	
<a href="#">380</a>	40351	TEST22-84-2A-017	2022-03-23	RSC	

2 purchase offers found

## Withdraw an existing Offer

Selecting the Offer Number will direct you to the *Provincial – Offers* screen.

The screenshot displays the 'Log Exemption Information System' web interface. The header includes the British Columbia logo and the text 'Log Exemption Information System' and 'Ministry of Forests, Lands, and Natural Resource Operations'. A red star is placed over the 'Provincial - Offers' link in the top navigation bar. The left sidebar contains a 'LEXIS Menu' with options for 'Provincial' (Summary, Create/Edit Application, Application Search, Exemption Search, Create/Edit Offer, Offer Search, Permit Search) and 'Indian Reserve' (Logout). The main content area is divided into three sections: 'Application Details', 'Offering Company Details', and 'Offer Details'. The 'Application Details' section shows 'Application Number: 31451' and 'Package Number: I LOVE SNOW' with a link to 'See Scale Detail'. The 'Offering Company Details' section shows 'Company: INTERNATIONAL FOREST PRODUCTS' and 'Contact Name: Judith Fletcher'. The 'Offer Details' section shows 'Application/Package Volume: 171.4 m<sup>3</sup>', 'Offer Volume: 171.4 m<sup>3</sup>', 'Species/End Use: HE/SL', and 'Offer Amount (\$/m<sup>3</sup>): 103.00'. The 'Pickup Location' is '239 Menzies Bay' with a text box for '239 characters remaining'. The 'Listing Date' is '2020-07-02', 'Offer Received Date' is '2020-07-08' with a calendar icon, and 'Offer in Effect Until' is '2020-08-14'. The 'Offer Conditions/Remarks' field contains 'cool remark here' with a text box for '234 characters remaining'.

It is mandatory to complete the Withdrawal Date with a Withdrawal Reason for the withdrawal to be effective. Use the calendar icon to select a date and complete the Offer Withdrawal Reason field (250 characters). Select **Save** to complete the offer withdrawal.

Offer Details

Application/Package Volume 171.4 m<sup>3</sup>

Offer Volume  m<sup>3</sup>

Species/End Use HE/SL

Offer Amount (\$/m<sup>3</sup>):

Pickup Location:239 characters remaining

Listing Date: 2020-07-02

Offer Received Date:

Offer in Effect Until: 2020-08-14

Offer Conditions/Remarks 234 characters remaining

Offer Withdrawals

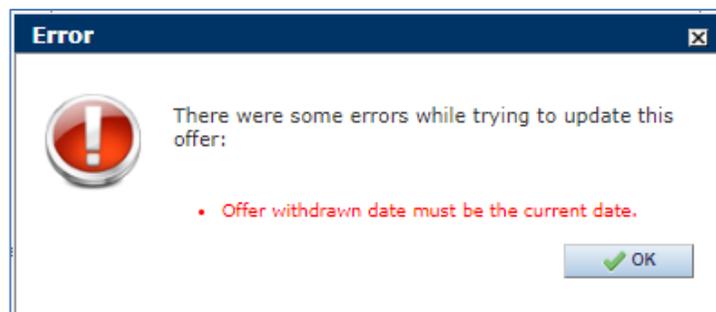
Offer Withdrawal Date:

Offer Withdrawal Reason 250 characters remaining

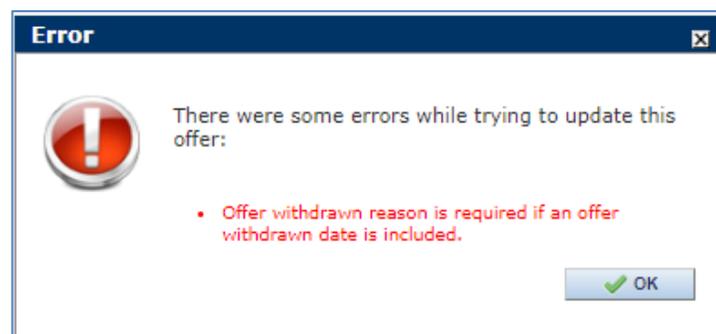
Approval



The Withdrawal Date can be selected using the calendar icon but must be the current date, or an error message will open.



Likewise, user is required to complete the Offer Withdrawal Reason field (up to 250 characters) to be valid. Select *Save* to complete the offer withdrawal.



Select Save to complete the offer withdrawal. Selecting Cancel (and discard) will remove the Withdrawal Date and Reason.

**Offer Withdrawals**

**Offer Withdrawal Date:** 2022-04-21

**Offer Withdrawal Reason**  
184 characters remaining  
WD at client request, per email received  
(attached to application)

**Approval**

**TEAC Review Date:** 2022-05-06

**Fair Market Value:** No

**Valid Offer:** Yes

**Offer Approved:** No

**Offer Remarks**  
250 characters remaining

**Offer Number:** 383  
**Author:** BCEID\LEXISEXT

**Save** **Cancel**

Upon saving, a new window will open confirming the save and the email notification was successfully sent to the advertising applicant. If a client has entered the offer the relevant area export office will be copied on the email. There is no option for users to cancel the email notification.

**Offer Withdrawals**

**Offer Withdrawal Date:** 2022-04-21

**Offer Withdrawal Reason**  
221 characters remaining  
WD per client email request.

**Approval**

**TEAC Review Date:**

**Fair Market Value:**

**Valid Offer:**

**Offer Approved:**

**Email Sent Success**

Save successful.  
Email notification sent successfully to both the applicant and regional office.

**OK**

See below for an example of the email sent for offer withdrawal from the offering client to the advertising client, with a copy to the area export person in the northern interior.

## Withdrawal of Offer to Purchase [TEST]



Provincial Log Export Analyst <Provincial.Log.Export.Analyst@gov.bc.ca>

To Elkins, Judith FLNR:EX

Cc Shallow, Chris D FLNR:EX

Reply

Reply All

Forward



Tue 2021-11-16 1:35 PM

Please be advised that Offer to Purchase #372 on Application #39541 has been withdrawn. Details can be found in the Log Exemption Information System (LEXIS) at <https://apps.nrs.gov.bc.ca/ext/lexis/showWelcome.do>

Should the applicant not have an email address attached to their application, the client withdrawing the offer is responsible to notify both the advertiser and the relevant area export office via another method, outside of LEXIS.

Contact Name: Log Buyer

Offer Details

Application/Pa

Offer Volume

Species/Grade

Offer Amount (

Pickup Location  
231 characters

**Save Success**

The purchase offer was saved successfully. As no valid email address is attached to this client, no email notification will be sent and the Region will not be notified, consequently you must notify both the Applicant and the corresponding Regional office of your offer and/or offer withdrawal at this time.

Select the OK button to close the error window and then select Cancel to close the offer.

FYI: Selecting the Cancel button in the bottom right corner to close is preferable as selecting save a second time will generate a second email notification.

Clients will not be able to use LEXIS to withdraw an offer placed after the final date to receive offers. Instead, they must direct their request to their regional export office to complete on their behalf.

## Exemptions

### *Ministerial Order Exemptions*

A Ministerial Order (MO) is issued for applications of volumes of harvested/standing timber deemed surplus and are authorized on behalf of the Minister. Only area/regional directors are given the role of *Exemption Approver* in LEXIS. The ministerial order exemption can only be created from exemption applications that have passed the surplus test and will be processed by staff in the area export office.

### *Blanket and Individual Order in Council Exemptions*

Occasionally, an Order in Council (OIC) exemption is issued. There are now 2 type codes in LEXIS – **new with LEXIS 2.10 release**. Blanket OIC (BOIC) exemptions can be created to address specific regional concerns and are not specific to a single applicant. Alternately, an OIC can be issued for a specific applicant with applications of standing timber in a particular area, or under exceptional circumstances as recommended by the Minister and put into legislation by Council. Details of existing OIC exemptions can be found on the [Blanket Exemptions webpage](#).

Any applicant can view details for a Blanket OIC exemption and, if the requirements are met, request a permit against that exemption.

Individual OIC exemptions are specific to individual applicants and can be viewed only by the applicant for which the OIC exemption was created, including the permits granted against it.

### **Ministerial Order Exemption Approved**

**New with LEXIS 2.10 release** – As an exemption holder (or their agent) with an email address on file, you will receive an email notification from the area export office when the MO exemption is approved. The notification will indicate the Exemption Number, and list all associated Application Numbers, for easy reference. Here is a sample email from the Test environment:

**From:** Chris Shallow  
**Sent:** Thursday, March 11, 2021 10:50:37 AM (UTC-08:00) Pacific Time (US & Canada)  
**To:** FLNR Provincial Log Export Analyst FLNR:EX  
**Subject:** Exemption Number 21-8573 Approved [TEST]

Exemption #21-8573 has been approved.

Application Number:  
31560, 31559

Do NOT reply to this e-mail.

## Request for Permit – Applicant (Provincial Submitter)

After an exemption is approved, the applicant can apply for a provincial permit to export unmanufactured timber from British Columbia and will be required to pay the corresponding Fee in Lieu of Manufacture amount.

The method used to apply for the provincial permit varies a little bit depending on the type of exemption.

- The "Permit against a Ministerial Order exemption" will be used for timber that has passed the surplus test.
- For timber harvested from within an area defined by a BOIC, the process varies slightly (new with LEXIS 2.10 release), see "Permit against a Blanket OIC exemption".
- For timber harvested by a specified client within an area defined by an individual Order in Council (OIC), the process varies again. Please consult the Provincial Log Export Analyst for details.

### Overview of permit process for all exemption types

1. Login to LEXIS and open the approved exemption number
2. Select the *Permits* tab to find the 'create a new permit' request button
3. Exemption closes and permit module opens, transferring relevant details
4. Permit applicant must complete/attach details, and save the permit request
5. LEXIS will send an automated email notification to the relevant area export office
6. Ministry staff receive notification and review permit request for accuracy
7. The fee in lieu amount for the permit is verified by staff
8. Staff will record an invoice and/or payment received, and assign the status of Complete to the permit
9. Applicant to receive email notification of Completed permit
10. The applicant can see/save a PDF copy of the Provincial Permit in LEXIS ready for the federal export permit application

## Permit against a Ministerial Order exemption

This permit can be applied for online using LEXIS. The format of the permit requested has improved with LEXIS 2.10 release and should now be requested online.

The user must start from an approved exemption with Active status and will be contained on the email notification from the regional office. Search for and select to open the appropriate exemption number, then select the *Permits* tab.

To initiate a permit request, select *Apply for New Permit* from an open exemption.

Ministry of Forests, Lands, and Natural Resource Operations

Provincial - Exemption Details

Owner Agent Exemption Details Applications Documents **Permits**

Exemption Details

Requested Volume: 140.0 m<sup>3</sup>  
Approved Volume: 140.0 m<sup>3</sup>  
Sum of Application Scales: 0.0 m<sup>3</sup>  
Balance Remaining: 140.0 m<sup>3</sup>

Permits

Permit	Volume (m <sup>3</sup> ):	Status	Issue Date
--------	---------------------------	--------	------------

Apply For New Permit

Exemption Number: 21-8579  
Status: Active  
Author: IDIR\REDCOAST

Cancel

MASTER in TEST [BCEID\LEXISEXT2] COPYRIGHT DISCLAIMER PRIVACY ACCESSIBILITY

A dialogue window will open asking for confirmation to proceed by clicking the *Create* button. Selecting *Cancel* will remove the request for a new permit.

Volume: 140.0 m<sup>3</sup>  
Volume: 140.0 m<sup>3</sup>  
Application Scales: 0.0 m<sup>3</sup>  
Balance Remaining: 140.0 m<sup>3</sup>

**Create New Permit Application**

You are about to create a new permit application. Once created the permit application cannot be removed!

Create Cancel

Once confirmed, a *Provincial – Exemption* module will close, and the *Provincial - Permits* screen will open on the *Permit* tab, with a system-assigned Permit number (Pending) in Active status.

Provincial - Permits

Permit Owner Agent Shipping Items Documents Fees

Permit Number 9020501 (Pending) ★

Exemption Type Ministerial

Status Active ★

Submit Date 2021-06-18

Issued Date

Expiry Date 2021-12-12

Total Exemption Volume 140

Total Volume Remaining 140

Current Permit Pieces 0

Current Permit Volume 0.0 m<sup>3</sup>

Region South Coast Natural Resource Region

Exemption Number 21-8579

NOTE: If this Provincial permit requires a Federal permit, please apply at the Export Controls Online website at <http://www.dfait-maeci.gc.ca/trade/eicb/EXCOL/excol-en.asp>.

Application Number(s)  Add Application

Remarks

Permit Number: 9020501 (Pending) ★

Status: Active

Author: BCEID\LEXISEXT2

Save Cancel

## Permit tab

The permit tab gives an overview of permit. It lists the permit number and status, information about the associated exemption and permit totals, if any.

- Permit Status: All new permit requests are set to *Active* by default and have 'Pending' beside the number until approval. When a permit is approved, the status is changed to 'Complete' by staff. After the permit's Expiry Date, the system will automatically change the status to 'Expired'.
- Exemption Type: Displays the type of the exemption this permit request came from e.g. Ministerial
- Submit Date: This is the date the permit request is received and is automatically completed
- Issued Date: This date will remain blank until it is approved
- Expiry Date: This will default to 180 days from the Issued Date, or, the Expiry Date of the exemption, whichever is first
- Total Exemption Volume: This automatically transfers the total volume the exemption was approved for
- Total Volume Remaining: This indicates how much of the exemption volume remains unattached to any completed permits

- Current Permit Pieces and Current Permit Volume: These totals will complete as volume/pieces are added in Summary of Scale
- The Exemption Number associated with this permit; when the number is blue in colour, the user can link back to the exemption at the click of a button. No link is available when the Exemption is unapproved.

### **Add Application to permit**

As a permit may have more than one application attached, they will be listed here. If none are yet attached, the user must indicate which should be attached before the permit request can be submitted.

Only applications with package and summary of scale detail will be listed as available. If this is not the case, the user must return to the original application number to add details. But first, the permit request must be saved as is, and cancel sending the email notification at this time.

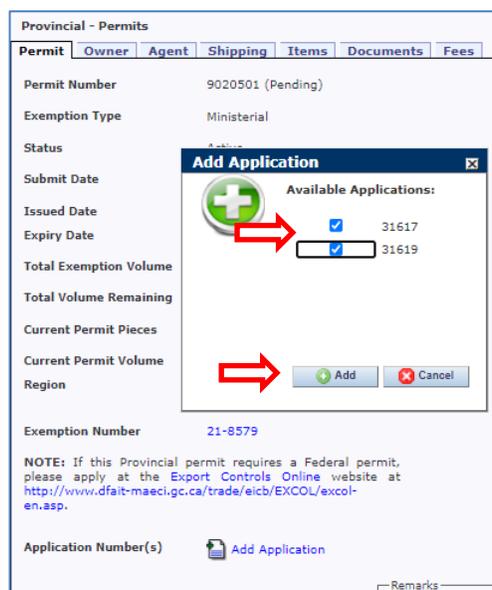
**SHORTCUT** To quickly move from a pending permit to an associated exemption or application:

1. On Permit tab, select Exemption Number to open it
2. Once in the open Exemption, select Applications tab
3. Select the Application Number you want to open

See the [‘Add Package Details and Summary of Scale’](#) process above and then return to the pending permit to complete the request.

Applications can be added to the permit application by selecting *Add Application*. A new dialogue window will open, listing Available Applications.

Tick the box beside the application numbers to be included.



Selecting the Add button will confirm the addition. Once the application(s) is added, it will be listed and will display in blue, allowing the user to link back to it easily. Note the red 'X' beside the application numbers enables the user to delete the application, if necessary.

If successfully added, Current Permit Volume and Pieces will also update with the amounts from the application package(s). If they aren't listed, it indicates there is no Summary of Scale in any of the packages in the application(s). This can be resolved by adding packages/scale to the application – see [Items tab](#) for more info.

<b>Total Exemption Volume</b>	140
<b>Total Volume Remaining</b>	0
<b>Current Permit Pieces</b>	84
<b>Current Permit Volume</b>	140.0 m <sup>3</sup>
<b>Region</b>	South Coast Natural Resource Region
<b>Exemption Number</b>	21-8579
<b>NOTE:</b> If this Provincial permit requires a Federal permit, please apply at the <a href="http://www.dfait-maeci.gc.ca/trade/eicb/EXCOL/excol-en.asp">Export Controls Online</a> website at <a href="http://www.dfait-maeci.gc.ca/trade/eicb/EXCOL/excol-en.asp">http://www.dfait-maeci.gc.ca/trade/eicb/EXCOL/excol-en.asp</a> .	
<b>Application Number(s)</b>	 <a href="#">Add Application</a>
	31617 ✘ ←
	31619 ✘ ←

### Owner/Agent tab

Under the *Owner* tab, contact information can be reviewed. If the applicant is different than the Owner, a separate Agent tab will also display with the contact information. The contact information will update as per the info on the attached application(s).

Change the Client Location (CL) code if invoice is to go to different address (same company) than on Permit. You cannot change the client number, but location codes are editable.

### Shipping tab

The shipping information must be complete before a permit can be saved or approved, as marked with red asterisks.

Provincial - Permits						
Permit	Owner	Agent	Shipping	Items	Documents	Fees
* Purchaser	<input type="text"/>			←		
* Final Destination Country	United States Of America ▾ <a href="#">More...</a>			←		
* Transport Type	Barge ▾			←		
* Transport Name	<input type="text"/>			←		
* Estimated Shipping Date	<input type="text"/> 			←		
* Customs Port of Export	Cowichan Bay ▾			←		
Other Port of Export	<input type="text"/>					

- If possible, please add city name when adding Purchaser name

- The dropdown menu for Final Destination Country defaults to the most common countries, but a longer list is available by selecting 'More...'
- The dropdown menu for the list of Canadian 'Customs Port of Export' is long, but if a different exit point is required, please select Other (listed alphabetically), where you will be required to complete the "Other Port of Export" field

### Items tab

Under the *Items* tab, package/boom information can be viewed, including the Summary of Scale. When several packages exist on this permit, the *Package Number* drop down box can be used to select and view the scale details of an individual package. The Summary of Scale must be complete before the permit can be approved.

Ministry of Forests, Lands, and Natural Resource Operations

Provincial - Permits

Permit Owner Agent Shipping **Items** Documents Fees

Package Number: TEST21-84-22-014 (selected)

Region: TEST21-84-7-014 Resource Region

Species and End Use Sort: HE/BA/SL

Age Class: Second Growth

Package Volume: 100.0 m<sup>3</sup>

Average Length: 2.9 metres

Average Top Diameter: 11.7 rads

Product Type: Harvested Timber

Summary of Scale:

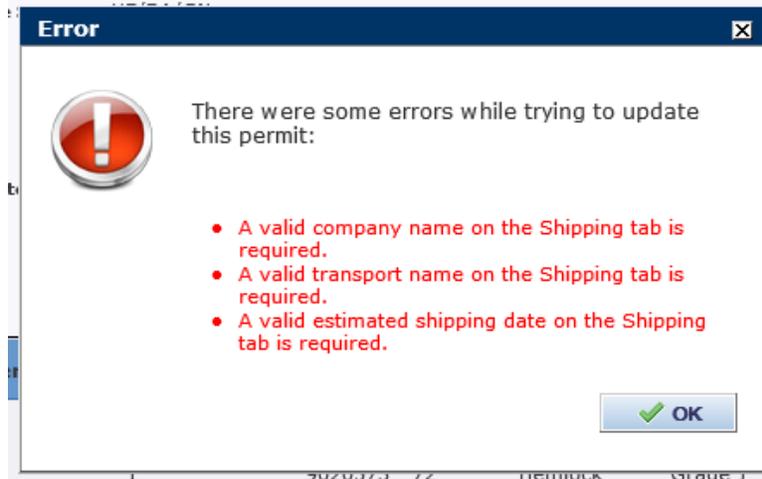
Include In Permit	Timber Mark	Scale Type	Permit	Pieces	Species	Grade	Volume (m <sup>3</sup> )
<input checked="" type="checkbox"/>	03292	C	9020501	78	Hemlock	Grade J	100.0

Permit Number: 9020501 (Pending)  
 Status: Active  
 Author: BCEID\LEXISEXT2

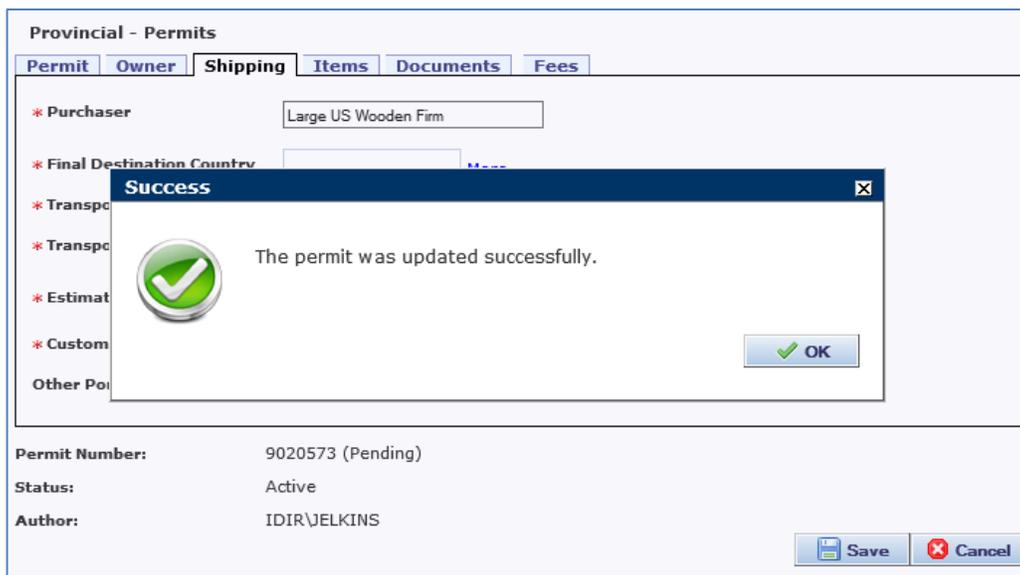
ASTER in TEST [BCEID\LEXISEXT2]      COPYRIGHT    DISCLAIMER    PRIVACY    ACCESSIBILITY

If there are no packages with summary of scale detail from the original application number, user will have return to the application to add the package/scale details.

Before that is possible, the permit request must be saved by selecting the Save button in the bottom right corner. If user has neglected to complete the shipping information before the save, an error message will open as a reminder.



Select OK to close that window and return to the *Shipping* tab to complete missing information. Once complete, user can select the Save button again. A new window will open to confirm the save.



Once the permit is saved it is easy for the user to return to the application.

**SHORTCUT** To quickly navigate from a pending permit to an associated exemption or application:

4. On Permit tab, select Exemption Number to open it
5. Once in the open Exemption, select Applications tab
6. Select the Application Number you want to open

See the '[Add Package Details and Summary of Scale](#)' process above and then return to the pending permit to complete the request.

## Documents tab

This tab allows an applicant to upload scale summary, or any other documentation associated with the permit application.

Any documentation associated with the original application for exemption will also be displayed here.

Add any necessary documentation on the Documents tab e.g., Summary of Scale, letters of permission and ownership, etc. Check with your area export office to verify the documents that are required.

See “Application for Exemption [Documents tab](#)” above for more details about adding documents.

Ministry of Forests, Lands, and Natural Resource Operations

Provincial - Permits

Permit Owner Agent Shipping Items Documents Fees

File Name	Description	Type	Delete
			<a href="#">Add Attachment</a>

Save Cancel

Permit Number:  
9020501 (Pending)  
Status:  
Active  
Author:  
BCEID\LEXISEXT2

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## Fees tab

The Fees tab shows details of the permit’s Fee in Lieu of Manufacture (FiL) amount. At the top is the Total Fees (CAD) amount for the permit and is a total all Package Fee values included on the permit.

In the Fee Details box below is the Package Fee (CAD), totalled by package number. Permit FiL values are confirmed by staff at the time the permit is issued and are not editable by the client.

**Provincial - Permits**

Permit Owner Shipping Items Documents **Fees**

Permit Number: 9020498 (Pending)

Total Volume: 50.0 m<sup>3</sup>

**Total Fees (CAD): \$55.00**

Override Fees? No  Yes

Fee Details

Package Number: TEST21-UNMAN-01

Growth Indicator: Old Growth

Exemption Number: 21-8576

**Package Fee (CAD): \$55.00**

Timber Mark	Species	Grade	AMV (\$/m <sup>3</sup> CAD)	Volume (m <sup>3</sup> )	Domestic Value (CAD)	Fee (CAD)
03292	Fir	Grade J	\$113.98	50.0	\$5699.00	\$55.00

Permit Number: 9020498 (Pending)

Status: Active

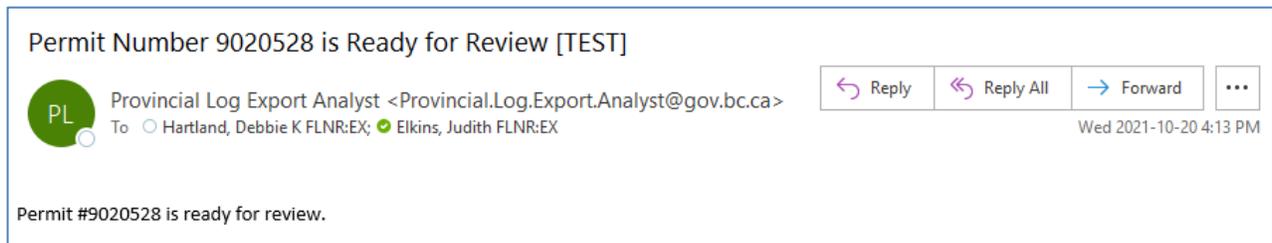
Author: IDIR\JELKINS

Save Cancel

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### Save and Submit the Permit Request

At this point, the permit request can be saved. An email notification will automatically be generated to the area export office notifying them a permit is ready for review (**new with 2.10 release**).



If your permit request isn't complete yet, user can cancel the email notification but don't forget to send it next time you save!

Once saved, the Permit request will be listed on the Summary page in the My Permits table for the applicant. It can also be found using Permit Search.

## Permit against a Blanket OIC exemption

**New with LEXIS 2.10** – a qualifying client may apply for their permit request in LEXIS. The user must start from the Blanket OIC (BOIC) exemption, open in LEXIS with an Active status.

Details of the existing BOIC exemptions can be found on the [Blanket Exemptions](http://www2.gov.bc.ca/gov/content?id=FD50B4FD835D4367980DC40E9111A4CF) webpage at <http://www2.gov.bc.ca/gov/content?id=FD50B4FD835D4367980DC40E9111A4CF>.

Search for and select to open the appropriate BOIC number, then select the *Permits* tab. On the right side user can select *Apply for New Permit*.

BRITISH COLUMBIA  
Log Exemption Information System  
Ministry of Forests, Lands, and Natural Resource Operations

LEXIS Menu  
Provincial  
Indian Reserve  
Logout

Main Index ▶ Help ?  
Contact Us ▶

Provincial - Exemption Details

Exemption Details Documents Permits Fees

Exemption Details

Approved Volume: 1000000.0 m<sup>3</sup>  
Sum of Completed Permits: 0.0 m<sup>3</sup>  
Balance Remaining: 1000000.0 m<sup>3</sup>

Permits

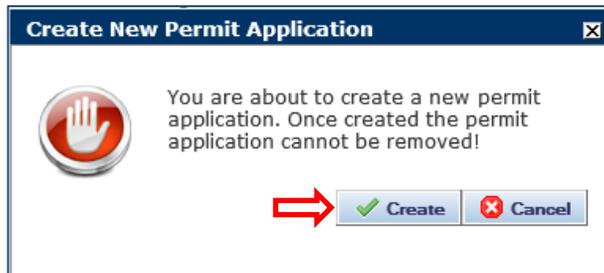
Permit	Volume (m <sup>3</sup> )	Status	Issue Date
--------	--------------------------	--------	------------

Apply For New Permit

Exemption Number: 21-800  
Status: Active  
Author: IDIR\CDSHALLO

Cancel

A dialogue window will open asking for confirmation to proceed by clicking the *Create* button. Selecting *Cancel* will remove the request for a new permit.



Once confirmed, the Exemption module will close, and the screen will refresh to open the *Provincial - Permits* module.

The Permits module can be navigated using the *Permit*, *Owner/Agent*, *Shipping*, *Items*, *Documents* and *Fees* tabs:

### Permit tab

The new *Permit Number* will be system generated when the Permit is saved.

The *Exemption Type* will display Blanket OIC and the BOIC number will be displayed accordingly. Note there is a hyperlink to the Exemption Number (further down).

*Status* of Active is assigned to any new permit application.

Submit Date will auto-complete as today's date and is not editable.

Both Issued Date and Expiry Date will remain blank until the permit is issued.

User must enter a value for both Permit Request Pieces and the total Permit Request Volume applied for with this permit. Note that Current Permit Volume and Current Permit Pieces fields will remain blank until the package/scale details are completed.

The most relevant Region must be selected from the dropdown menu.

The Remarks field is available for any notes that all users can see.

The screenshot shows a web application interface for 'Provincial - Permits' under the 'Ministry of Forests, Lands, and Natural Resource Operations'. The form has several tabs: 'Permit', 'Owner', 'Shipping', 'Items', 'Documents', and 'Fees'. The 'Permit' tab is active. The form contains the following fields and values:

- Permit Number:** Permit Number will be automatically generated
- Exemption Type:** Blanket OIC
- Status:** Active
- Submit Date:** 2021-03-05
- Issued Date:** (blank)
- Expiry Date:** (blank)
- Permit Request Pieces:** (input field) ← red arrow
- Permit Request Volume:** (input field) m<sup>3</sup> ← red arrow
- Current Permit Volume:** m<sup>3</sup>
- Current Permit Pieces:** (blank)
- Region:** Skeena Natural Resource Region (dropdown menu) ← red arrow
- Exemption Number:** 21-800
- Remarks:** (text area)
- Permit Number:** (Pending)
- Status:** Active
- Author:** (blank)

Red stars are placed to the left of the Exemption Type, Status, Submit Date, Exemption Number, and Permit Number (Pending) fields. Red arrows point to the Permit Request Pieces, Permit Request Volume, Region dropdown, and the bottom right of the form (Save/Cancel buttons).

## Owner/Agent tab

The *Owner* tab will auto-fill based on a BCEID login for the client number and location code, and if the company has more than one Client Location code, user may select one from the dropdown. **New with LEXIS 2.10** – If the user is an Agent acting on behalf of the Owner, it will now be displayed on the permit. Select the tick box beside “I’m an Agent” at the bottom. This will open the *Agent* tab where user must enter the correct Agent client number and location code. Then, going back to the *Owner* tab, the user must enter the correct Owner information.

Ministry of Forests, Lands, and Natural Resource Operations	
Provincial - Permits	
Permit   Owner   Shipping   Items   Documents   Fees	
* Client Number:	00002176
* Client Location:	12 - EXPORT BILLING
Company Name:	INTERNATIONAL FOREST PRODUCTS
Address:	2 KING EDWARD STREET
City:	COQUITLAM
Province:	BC
Postal Code:	V3K4S9
Country:	CANADA
Phone No.:	6045208566
Fax No.:	6045208588
E-Mail:	PROVINCIAL.LOG.EXPORT.ANALYST@GOV.BC.CA
I'm an agent:	<input type="checkbox"/>
Permit Number:	(Pending)
Status:	Active
Author:	

Make sure the Client Location code (CL) is correct and change if not. A different CL code might be appropriate, especially when the permit’s fee in lieu invoice is to be sent to a different place than the address on the Advertising List (**new with LEXIS 2.10**).

## Shipping tab

The shipping information must be complete before a permit can be submitted for approval.

- If possible, please add city name when completing the Purchaser name, e.g., Big Company Ltd, Beijing
- The dropdown menu for Final Destination Country defaults to the most common countries, but a longer list is available by selecting ‘More...’
- The dropdown menu for the list of Canadian ‘Customs Port of Export’ is long, but if a different exit point is required, please select Other from the dropdown (listed alphabetically). When Other is selected, you will be required to complete the “Other Port of Export” field.

*Ministry of Forests, Lands, and Natural Resource Operations*

**Provincial - Permits**

Permit Owner **Shipping** Items Documents Fees

\* Purchaser  ←

\* Final Destination Country United States Of America ▾ More... ←

\* Transport Type Barge ▾ ←

\* Transport Name  ←

\* Estimated Shipping Date  ←

\* Customs Port of Export Cowichan Bay ▾ ←

Other Port of Export

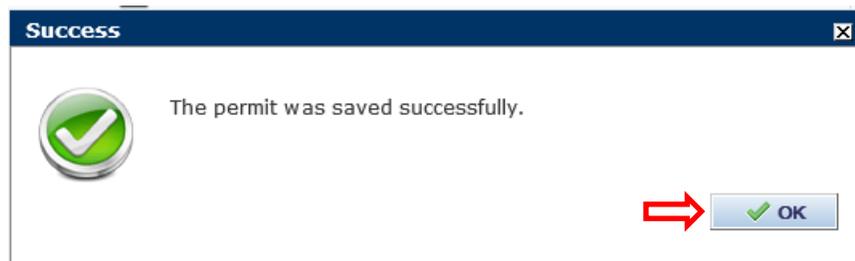
Permit Number: (Pending)

Status: Active

Author:

### Save permit request

After completing the information under the *Permit*, *Owner/Agent*, and *Shipping* tabs, the permit request must be saved. Select the Save button in the bottom right, and a new window will open to confirm the permit was successfully saved. Select OK button to close that window.



The screen will refresh and assign a pending permit number and return to the Permit tab. The permit number will always be displayed at the bottom with the status in brackets e.g. 9020474 (Pending).

### Items tab - adding the Package details

After the first save, the user must add the package/boom and Summary of Scale information for the permit request to be approved and fees calculated.

The user must create a package/boom with the Summary of Scale details before the permit request can be submitted for approval.

The total volume of all packages must not exceed the volume requested in the permit request. Correspondingly, the total volume of the Summary of Scale in a package must not exceed the stated package volume.

To add package details, go to the Items tab and select the *Create New Package* button.

**Provincial - Permits**

Permit Owner Shipping **Items** Documents Fees

Package Details

Package Number: No Packages ▾

Species List:

End Use:

Age Class:

Product Type: Harvested Timber ▾

Package Volume: 0 m<sup>3</sup>

Average Length: 0 metres

Average Top Diameter: 0 rads

Package Status:

Reprocessed?

Package Comment



Summary of Scale:

Timber Mark	Scale Type	Pieces	Species	Grade	Volume (m <sup>3</sup> )	Delete
						

This will open a small window to enter information about the whole package, usually supplied by the scaling company and should match with the Summary of Scale information:

- Package Number – must be unique, can be up to 20 characters long
- Species List – selecting the *Add* button will open a new window to list the species options based on the region selected for the permit, displaying all allowed combinations for your selection. Select each, one at a time, closing the window after all that apply have been selected
- End Use code – Based on the Region selected for the permit and the Species selected above, select the dropdown arrow for *End Use* and select the most appropriate one from the list
- Age Class – select either Old or Second Growth
- Volume – total volume for the package, in cubic metres
- Average Length – average log length for the package, in cubic metres
- Average Top Diameter – average top diameter for the package, in rads
- Status and Reprocessed Indicator fields should remain as they are

**Create New Package**

 **Package Number:**

**Species List:** [Add](#) 

**End Use:**

**Age Class:**

**Product Type:**

**Volume:**  m<sup>3</sup>

**Average Length:**  m

**Average Top Diameter:**  rads

**Status:**

**Reprocessed Indicator:**

**Comments:**

Select the Add button to save the new package information. Selecting the Cancel button will remove the package.

For each package created, Summary of Scale data must now be added. For each line item of scale, select the *Add Item* icon, at the far right.

**Summary of Scale:**

Timber Mark	Scale Type	Pieces	Species	Grade	Volume (m <sup>3</sup> )	Delete
						 Add Item

Selecting the *Add Item* icon opens a small window. The *Add Scale Data* window allows you to enter the timber mark, piece count, species, and grade, as well as volume in cubic metres. The Species and Grade options on the dropdown menus will only display those allowed for the region specified on the application.

**Add Scale Data**

Timber Mark: 
  
 Pieces: 
  
 Species: 
  
 Grade: 
  
 Volume:  m<sup>3</sup>

When complete, select the Add button to save the line item to the Summary of Scale. The system will verify if the Timber Mark is valid for the region of the application and return an error if not.

Once saved, the system will also display a cumulative volume and pieces for the package on the Permit tab. The user can then easily see how close they are getting to the Package Volume.

### Documents tab

This tab allows a client to upload scale, proof of payment, mark ownership, etc., documentation associated with the permit application. Check with your area export office to verify the documents that are required.

See “Application for Exemption *Documents tab*” above for more details about adding documents.

Ministry of Forests, Lands, and Natural Resource Operations

Provincial - Permits

Permit Owner Agent Shipping Items Documents Fees

File Name	Description	Type	Delete
			<input type="button" value="Add Attachment"/>

Permit Number:  
  
 9020501 (Pending)
   
 Status:
   
 Active
   
 Author:
   
 BCEID\LEXISEXT2

STER in TEST [BCEID\LEXISEXT2]
   
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### Fees tab

The Fees tab shows details of the permit’s Fee in Lieu of Manufacture (FiL) amount. At the top is the Total Fees (CAD) amount for the permit and is a total all Package Fee values included on the permit.

In the Fee Details box below is the Package Fee (CAD), totalled by package number. Permit FiL values are confirmed by staff at the time the permit is issued and are not editable by the client.

**Provincial - Permits**

Permit Owner Shipping Items Documents **Fees**

Permit Number: 9020498 (Pending)

Total Volume: 50.0 m<sup>3</sup>

Total Fees (CAD): \$55.00 ★

Override Fees? No  Yes

Fee Details

Package Number: TEST21-UNMAN-01 ▼

Growth Indicator: Old Growth

Exemption Number: 21-8576

Package Fee (CAD): \$55.00 ★

Timber Mark	Species	Grade	AMV (\$/m <sup>3</sup> CAD)	Volume (m <sup>3</sup> )	Domestic Value (CAD)	Fee (CAD)
03292	Fir	Grade J	\$113.98	50.0	\$5699.00	\$55.00

Permit Number: 9020498 (Pending)

Status: Active

Author: IDIR\JELKINS

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### Save and Submit the Permit Request

At this point, the permit request must be saved. A new window will open to confirm two things: one, the permit request is saved, and two, an email notification will automatically be generated to the area export office with notification a permit is ready for review (new with 2.10 release), and a copy to the email address on file for the login (i.e., you).

**Request for Permit**

★ Permit is saved successfully.

 An email notification of your Request for Permit to Transport Unmanufactured Timber from BC will be sent to Regional Office on your behalf.

★ Send To: Chris.Shallow@gov.bc.ca

Copy To:

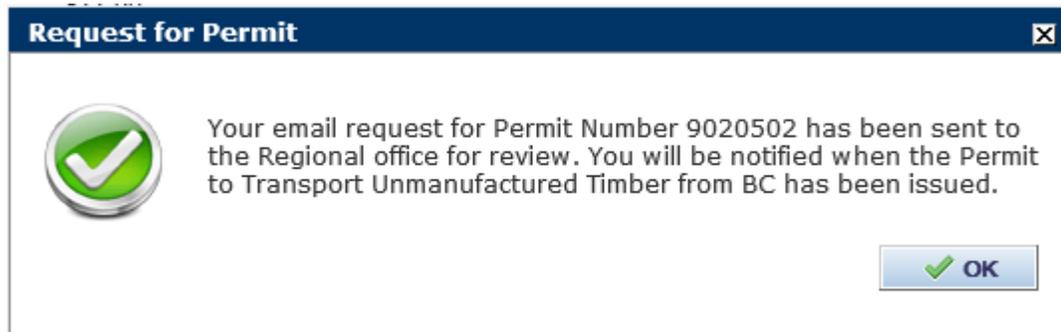
9020498 (Pending)

If you don't want the copy sent to your own Inbox, blank out the address in the 'Copy To' field.

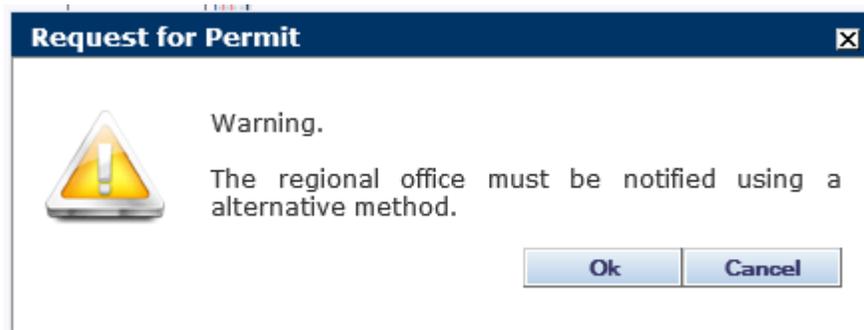
If there is no email address on file for a client, the 'Send To' field will default to "No email on file." This must be changed to a valid email address or blanked out completely for the email to go to the regional office.

Selecting the Yes button will trigger sending the emails and the user should then receive confirmation the email(s) were successfully sent. If not, a new window will open with an error message.

Once the email notification has been sent, a new window will open to confirm it was successful or not, and that you will be notified via email when the permit has been issued.



If your permit request isn't complete yet, cancel the email notification by selecting 'No' and no email will go to the region export office for this request. But don't forget to send it next time you save, or the office will not know there is a permit request waiting for approval. A warning note will appear if you cancel the email request by selecting 'No'.



Once saved, the Permit request will be listed on the Summary page in the My Permits table. It can also be found using Permit Search. Until issued (approved), all permit requests keep the status of Active (i.e., a Pending Permit). Only approved permits will have a status of Complete. See the example below.

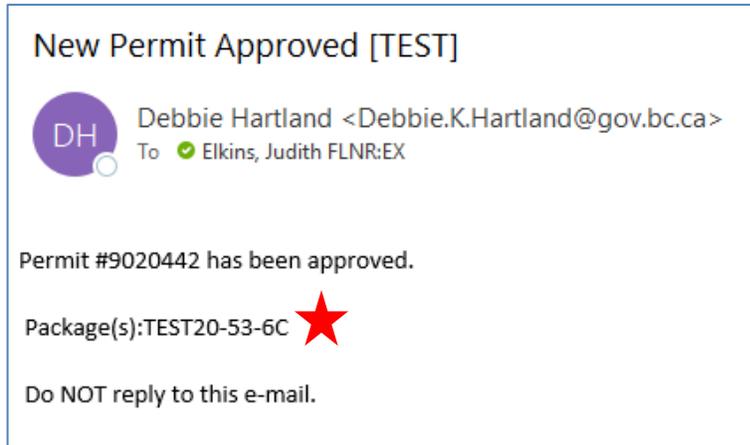
My Permits <a href="#">[Search]</a>							
Permit	Owner Client Number	Agent Client Number	Status	Exemption	Total Pieces	Total Volume (m <sup>3</sup> )	Issue Date
<a href="#">9020532 (Pending)</a>	00001074	00001074	Active	21-8588	2379	750.0	
<a href="#">9020531</a>	00001074	00001074	Complete	21-400	500	750.0	2021-10-29
<a href="#">9020530</a>	00001074	00001074	Complete	20-821	260	239.0	2021-11-03
<a href="#">9020527</a>	00001074	00001074	Complete	20-821	309	261.9	2021-11-03
<a href="#">9020526</a>	00001074	00002176	Payment Pending	21-8592	48	74.0	2021-10-16
<a href="#">9020525 (Pending)</a>	00001074	00002176	Active	21-8592	0	0.0	
<a href="#">9020524</a>	00001074	00001074	Complete	21-8590	50	40.0	2021-10-15
<a href="#">9020523 (Pending)</a>	00001074	00002176	Active	21-8592	30	48.9	
<a href="#">9020522 (Pending)</a>	00001074	00001074	Active	21-8589	426	339.1	
<a href="#">9020521</a>	00001074	00001074	Complete	21-8589	63	154.6	2021-10-08

[First](#) | [Previous](#) | [[1](#)] [2](#) [3](#) [4](#) [5](#) [6](#) | [Next](#) | [Last](#)  
 158 permits found

# Review and Print Approved Permit (Provincial Submitter)

## Email Confirmation of Permit Approval

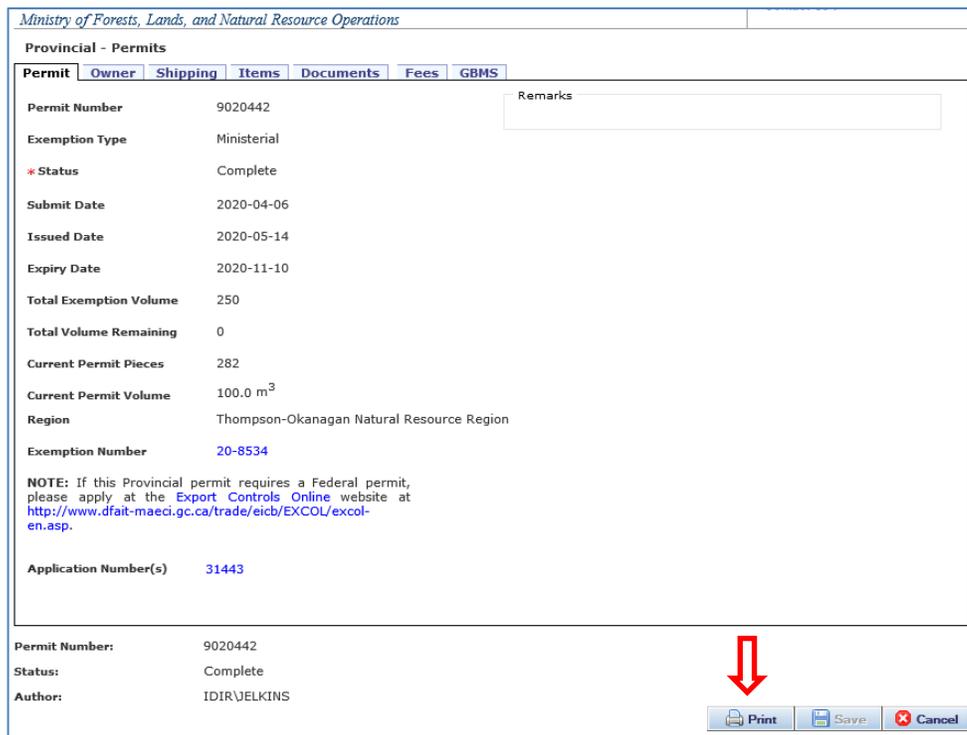
**New with 2.10 release** - When a permit is approved by staff, the system will automatically generate an email notification from the region to the permit owner (i.e., exemption holder) advising the permit has been approved. The notice indicates the Permit is now in Complete status and the permit can be used to provide backup to an Export Permit from the Government of Canada. The notification will also list the Package(s) included on the permit.



## Print or Save Permit

To review a permit in Complete status, search for the permit number either from the home (Summary) page in the My Permits table, or by selecting Permit Search from the LEXIS Menu on the left side. Select the number to open it.

After a Permit has been approved, a PDF of the Permit be saved or printed. To create the PDF for printing or saving, select the Print button in the lower right corner. The print button will display no matter which tab you are looking at.



A new window will open with the 2-page PDF. Scale summary is on page 2. Print or save, as needed.

Note that either the fee Invoice Number or the prepaid fee Receipt Number will be displayed, depending on the particular permit.

### Permit Fee in Lieu (FiL) and Invoice tracking on GBMS tab

**New with 2.10 release** – After a permit has been approved and an invoice has been created with the FiL amount due, the General Billing Management System (GBMS) tab will list relevant invoice number(s), dates and the corresponding FiL value billed. For cross reference, the *Fees* tab shows the calculations.

GBMS runs a nightly batch job that will transfer the invoice data to the Ministry of Finance systems and queue the invoice for printing, and its subsequent mail out. Note a Printed Date will be updated after the batch job has been completed. Additionally, the Ministry of Finance will mail out a Billing Notice for all issued/printed invoices the day after the Invoice issued date.

Ministry of Forests, Lands, and Natural Resource Operations Contact Us ▶

**Provincial - Permits**

Permit | Owner | Shipping | Items | Documents | Fees | **GBMS**

GBMS Invoice Number	Cancelled By Invoice	Replaced By Invoice	Invoice Amount	Printed Date	Entry Date	Update Date
A006659			100	2020-05-15	2020-05-14	2020-05-15

★ **Permit Number:** 9020442  
**Status:** Complete  
**Author:** IDIR\JELKINS

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### Editing the Shipping Information

**New with 2.10 release** – After saving the completed permit, some of the shipping information can be edited without changing the permit. Save the updated information after making the changes by selecting the Update button. Then, the revised permit can be printed correctly.

**Provincial - Permits**

Permit | Owner | **Shipping** | Items | Documents | Fees | GBMS

**Purchaser:** Long Live Wood Co.  
**Final Destination Country:** China  
**Transport Type:** Ship  
**Transport Name:**  ←  
**Estimated Shipping Date:**  ←  
**Customs Port of Export:** Vancouver  
**Other Port of Export:**

←

**Permit Number:** 9020529  
**Status:** Complete  
**Author:** IDIR\JELKINS

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Purchaser and Destination Country cannot be updated on an existing permit.

Should other changes be required, please contact the area export staff. A cancelling permit and invoice may have to be created, as well as any necessary replacement for the permit or invoice. All cancelling/replacing invoices will be listed on the *GBMS* tab and the client will be able to see the information listed chronologically.

Provincial - Permits

Permit Owner Shipping Items Documents Fees **GBMS**

GBMS Invoice Number	Cancelled By Invoice	Replaced By Invoice	Invoice Amount	Printed Date	Entry Date	Update Date
A007278			836.52		2022-02-03	2022-02-03
A007277			-1909.16		2022-02-03	2022-02-03
A007276	A007277	A007278	1909.16	2022-02-03	2022-02-03	2022-02-03

**Permit Number:** 9020545  
**Status:** Complete  
**Author:** IDIR\JELKINS

 Save  Cancel