

Vendor Portal 2021 Update

Vendor Portal is an application which enables digital two-way sharing of information and data between BC Wildfire Service (BCWS) and the vendor community. Throughout the 2021 wildfire season, Vendor Portal will again be mandatory for aviation vendors supporting wildfire flights and mobile fuel services. In order to engage with BCWS, vendors must first go through the Request for Proposals (RFP) process and be approved. Upon approval, companies must ensure that they are registered in Vendor Portal. Previously registered vendors are not required to re-register in 2021. However, they must have an approved RFP in order to conduct business with BCWS.

Through Vendor Portal, vendors are able to:

- Set up employee access to Vendor Portal;
- Manage user access for employees;
- Receive hiring requests including Aircraft Service Requests (ASR) and Mobile Fuel Requests (MFR);
- Review ASRs and MFRs;
- Sign or decline ASRs and MFRs.

New in 2021

A small number of updates have been made to enhance the Vendor Portal application. New this year:

- Vendors will be able to view cards for access to Vendor Portal at the Dashboard level. This enhancement will provide users a simplified and accessible user interface on mobile devices.
- Users with administrator access will have a new "Profile" option on the left-hand side menu. Within a profile, administrators can view basic information such as their company's legal name, business type, status and main address. This information is shared with BCWS.
- A text entry box in the administrator profile which enables administrators to specify a default carbon copy email address which all hiring and service requests will be forwarded to for the season.

The training videos and reference documents currently available are being updated to reflect the latest updates to the application.