



OFFICE OF THE  
COMPTROLLER  
GENERAL

# **Office of the Comptroller General Corporate Accounting Services**

**iProcurement  
Sourcing via BC Bid**

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## ABOUT SOURCING VIA BC BID

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iProcurement has been integrated with BC Bid to allow the customer to send requisitions to the BC Bid application to obtain the assistance of a Procurement Services Branch (PSB) Purchasing Agent in sourcing a procurement request (BCBID Central Sourcing).

The use of the BC Bid sourcing options is for new non-catalog requests only. Items listed in the iProcurement catalog have already been sourced (that is, the supplier, item details, and unit price have been negotiated and are known). Also, requisitions entered to add to existing Purchase Orders (PO) are not eligible for BC Bid sourcing as the award of the opportunity has already occurred, the supplier is known, and the requisition is intended only to extend or increase the PO amount.

The following describes the process steps that must be taken to successfully send a requisition to BC Bid for sourcing and receive the resulting Standard Purchase Order upon award of the opportunity.

- ✔ **Hint:** Any procurement activity requiring intervention by PSB will require following the process described below.



## AUDIENCE

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The purpose of this document is to provide direction to Ministry Corporate Financial System (CFS) Preparers and Buyers on how to enter requests to be sourced through BC BID.

## WHAT YOU DO IN IPROCUREMENT

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When sourcing via BC Bid, you must be able to indicate how the PO should be set up in Purchasing, how it should be received and billed, and how it should look for sourcing. If you have any questions before you submit, you can contact Purchasing Services Branch (PSB). Once you are confident that you have all the details necessary to proceed with your requisition, enter a Non-Catalog Request.

 **Note:** Prior to creating a requisition, it is essential that the Preparer, Requestor and Buyer complete their Employee Profiles (BCGOV Self Service Common Functions) including account coding, Primary Approver and Work Location. Default values from the profile are required for the approved requisition to import successfully into BC Bid.

## Create a Non-Catalog Request

Figure 1: Non-Catalog Request

### 1. Enter a Non-Catalog Request

On the [Non-Catalog Request](#) page, include the following information:

- **Item Type:** Select either '**Goods. I can provide description, item price and quantity**', or '**Services. I can provide description, rate, and quantity**' to be able to select a **Unit of Measure** (UOM) appropriate to your requested goods/services. DO NOT USE Item Type "Goods or Services. I can provide description and Total Amount" – your requisition cannot be further processed by PSB as UOM was not provided, which is a required value for all BCBid requisitions.
- The **Item Description**, appropriate **Category Code**, and the **Quantity** required.
- **Unit of Measure:** How the good or service is typically ordered and received (e.g., Hour, Box, Each).
- An estimated **Unit Price**/rate per unit.

**Note:** Procurement Services Branch will review your requisition; paying particular attention to your total PO amount and the UOM totals (the total number of goods you are ordering). PSB will endeavour to ensure the total value of your PO is not exceeded. The actual price of each item ordered may vary from the estimate provided by the ministry. PSB will enter this information into the BC BID system and generate a PO which quotes the lowest compliant bidder response. The PO sent to the ministry and the vendor will reflect the final best price, **not necessarily** the price that appears on the original requisition.

**Unit Price:** for non-catalog items this includes Freight and Miscellaneous charges. **Do not include these as separate lines** in requisitions to be sourced via BC Bid.

**Do not complete** the following:

**Any of the supplier information fields.** While this will not cause the requisition to be rejected, the information is not passed to BC Bid. To suggest one or more suppliers, use the **Note To Buyer** field. See *Figure 3: Edit and Submit Requisition*.

- Click **[Add to Cart]** and repeat as required, entering only non-catalog items.
- Once you have completed your shopping, click **[View Cart and Checkout]** on the Shopping Cart panel.

## Enter Requisition Header and Delivery Information

The screenshot shows the 'Shopping Cart' page with several fields highlighted by red boxes and annotated with instructions:

- Description:** 'BC BID - four workstation chairs'. Instruction: 'Include BC Bid in description'.
- When do you need these items?:** '04-May-2022 00:00:00'.
- Where do they need to be delivered?:** 'FIN-VIC-39647'.
- Additional Header Information:**
  - Procurement Process Code:** (blank)
  - Trade Agreement Exclusion Code:** 'N/A'
  - PO Class Code:** 'Not Applicable'
  - Start Date:** (blank)
  - End Date:** (blank)
  - Original Total Amount:** (blank)
  - Sourcing Method:** 'BCBID Central Sourcing'. Instruction: 'Select Sourcing Method – BCBID Central Sourcing'.
  - PO Number:** (blank). Instruction: 'Leave PO Number blank'.
- Delivery and Billing:**
  - Requester:** 'LAVOIE, NICOLE'.
  - Suggested Buyer:** (blank). Instruction: 'Add Suggested Buyer (Ministry)'.
  - Charge Account:** '022.32183.34265.5718.3200000.000000.0000'.
  - GL Date:** '04-May-2022'.
- Table:**

Line	Item Description	Unit	Quantity	Price	Amount (CAD)	Delete
1	BC BID four workstation chairs	Each	4	600 CAD	2,400.00	
Total					2,400.00	
- Buttons:** 'Continue Shopping', 'Edit', 'Save', 'Submit'. Instruction: 'Click Edit to Edit lines and add Approvers and attachments'.

Figure 2: Shopping Cart

On the **Shopping Cart** page: pay particular attention to the following fields:

- **Description:** Include "**BC BID**" in your requisition description.
- Procurement Reporting values: Enter these values if known.
  - **Procurement Process Code, Trade Agreement Code and PO Class Code:** if you enter these values, they will be drawn from the requisition to the PO. If you do not enter these values, they will be assigned by the application and may require Buyer intervention on the final PO. For information on completing the PO Header DFF for the Purchase Order, refer to: the *What you do in Purchasing* section in this document.
  - **Start Date and End Date:** The values entered on the requisition will **not be** used on the Purchase Order. Instead, these values will be populated from the BC Bid Award Document to accurately reflect the award details.
  - **Original Total Amount:** The value entered on the requisition will **not be** used on the Purchase Order. Instead, it will be populated from BC Bid to accurately reflect the total contract amount.
- **Sourcing Method:** BCBID Central Sourcing (Purchasing Agent from PSB)
- **Suggested Buyer:** Select a Buyer/PO Contact person from within your Ministry. Do not select a PSB Purchasing Agent. The Suggested Buyer must be completed and must be the same buyer on all lines.
- Changes made on the **Shopping Cart: Delivery** section will apply to all lines. If this is a **multi-year requisition**, or if delivery details are different for each line, then click **[Edit]** at the bottom of the page and make changes under the **Edit and Submit** page where you can edit lines, add attachments and manage approver lists.

## Edit Requisition Lines, update Approver List, and add Attachments

On the [Edit and Submit Requisition](#) page you can update line information, add the buyer to your approver list, enter notes, and attachments. You can bypass entering information on the [Shopping Cart](#) page and go directly to this page to enter information.

**Oracle iProcurement - Edit and Submit Requisition 42976**

Total: 2,400.00 CAD

Description: BC BID four workstation chairs

Justification:  **Note to Approver**

**Additional Information**

Procurement Process Code:

Trade Agreement Exclusion Code: N/A

PO Class Code:

Start Date:

End Date:

Original Total Amount:

Sourcing Method: Internal

PO Number:

TIP (Sourcing Method) Select a sourcing method if this Requisition is to be sourced in BC Bid

TIP (PO Number) Enter or select a PO if this Requisition is being Added To an existing PO

Select Lines: **Update** Copy Delete

Item Number	Description	Quantity	Unit	Price	Amount (CAD)	Need By Date	Deliver-To Location	Estimated Tax (CAD)	Recoverable Tax (CAD)	Non Recoverable Tax (CAD)
	BC BID four workstation chairs	4	Each	600	CAD 2,400.00	04-May-2022 00:00:00	FIN-VIC-39647 Enter one-time address	0.00	0.00	0.00
					<b>Total</b>	2,400.00				

---

Your requisition will be sent to the following list of approvers.

**Approvals**

APPROVER, FI

**Add Suggested Buyer to Approval list** **Manage Approvals**

**Notes And Attachments**

Notes

**Enter note to Buyer**

**Note To Buyer**

**Requisition Attachments**

**Add any attachments applicable to the sourcing of your requisition**

**Add Attachment...**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Return to Shopping **Refresh Save Printable Page Submit**

Figure 3: Edit and Submit Requisition (broken into two screenshots)

Complete the Justification (Note to Approver) and/or Note to Buyer as required for your sourcing request.

- **Justification:** you may also want to include a note to the Approver indicating the sourcing method.
- **Note to Buyer:** This information is sent to BC Bid. Use this field to include information such as a suggested list of suppliers, to reference a pre-qualification list, or to provide delivery details for lines other than the first line.

 **Note: The BC Bid interface requires all text in these Notes to be in one line, with no carriage returns or extra spaces.** Be cautious when entering text into these fields. It is not recommended to cut and paste information in.

## Adding the Suggested Buyer to the Approval List

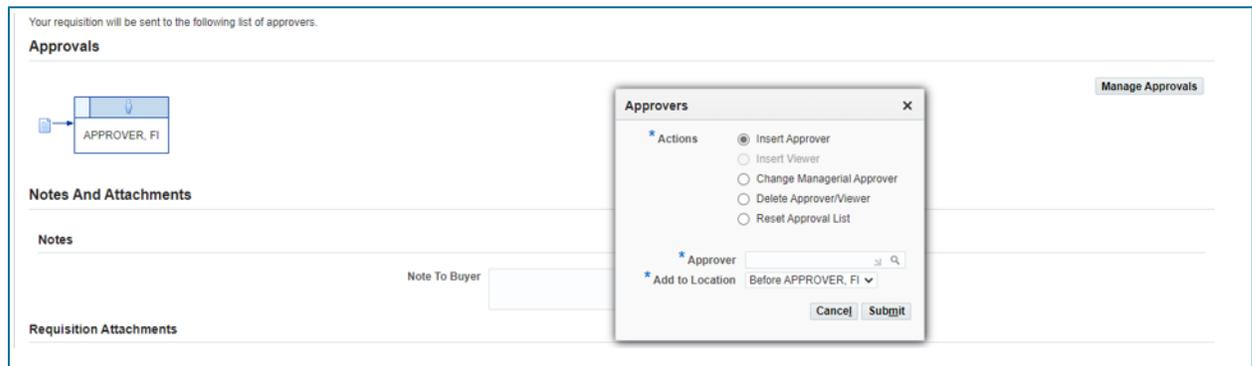


Figure 4: Approvals Section

When sourcing a requisition via BC Bid, we recommend that you add the **Suggested Buyer** to the end of your Approval list. The buyer then has an opportunity to review the requisition and add any standard or specific attachments required for sourcing before the requisition is sent to the BC Bid application.

To do this:

1. Click **[Manage Approvals]**
2. Choose the **Insert Approver** Action.
3. Use the **Approver** flashlight to search for and select the buyer. Use the **Add to Location** drop-down to select **[After the last approver]**

## Adding Attachments

Fig. 05 Add Attachment

**Attachments:** add any attachments applicable to the sourcing of your requisition.

**Note:** It is important to add all information related to the attachment such as title and description to prevent failure of file transmission to BC Bid.

- Any attachment that is 'Internal to Requisition' is uploaded to BC Bid. All other attachment types are not used.
- You can include up to 100 'Internal to Requisition' attachments to be sent to BC Bid.
- All file attachments are virus checked. If any problems are found, an email notice is sent to CAS Help to co-ordinate resolution with the Ministry.
- **Title and Description:** It is essential to fill in Title and Description to avoid processing failures.
  - **Description** should not exceed **192** characters
- **Define Attachment:** Select the appropriate attachment type: File, Text, URL

Select **[Apply]** to apply the updates. If multiple attachments are required, select **[Add another]**.

## Updating Requisition Line Information

Select Lines <b>Update</b> Copy Delete   ***												
<input type="checkbox"/>	Details	Item Number	Description	Quantity	Unit	Price	Amount (CAD)	Need By Date	Deliver-To Location	Estimated Tax (CAD)	Recoverable Tax (CAD)	Non Recoverable Tax (CAD)
<input checked="" type="checkbox"/>			BC BID four workstation chairs	4	Each	600 CAD	2,400.00	04-May-2022 00:00:00	FIN-VIC-39647 <small>Enter one-time address</small>	0.00	0.00	0.00
							<b>Total</b>	2,400.00				

Figure 6: Select a line to update

**Requisition Information : Update Selected line**

Item	Supplier	Delivery																											
* Description: BC BID four workstation chairs * Category: 71.7100 * Quantity: 4 * Unit of Measure: Each * Unit Price: 600 * Amount: 2,400.00 * Currency: CAD	<input type="checkbox"/> New Supplier Supplier: _____ Site: _____ Contact Name: _____ Phone: _____ Fax: _____ Email: _____	<input type="checkbox"/> Urgent * Need-By Date: 04-May-2022 00:00:00 Requester: LAVOIE, NICOLE Deliver-To Location: FIN-VIC-39647 <input type="checkbox"/> Enter one-time ac Suggested Buyer: _____																											
Notes Note To Buyer: _____ Note To Supplier: _____ Note To Receiver: _____																													
Hide Tax Information Tax Classification Code: _____																													
<b>Billing</b> <table border="1"> <thead> <tr> <th>Line</th> <th>BCGOV_COA</th> <th>GL Date</th> <th>Percent</th> <th>Quantity</th> <th>Amount (CAD)</th> <th>Info 1</th> <th>Info 2</th> <th>Inf</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>022.32183.34265.5718.3200000.000000</td> <td>04-May-2022</td> <td>100</td> <td>4</td> <td>2,400.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3"></td> <td><b>Total</b></td> <td>100</td> <td>4</td> <td>2,400.00</td> <td></td> <td></td> </tr> </tbody> </table>			Line	BCGOV_COA	GL Date	Percent	Quantity	Amount (CAD)	Info 1	Info 2	Inf	1	022.32183.34265.5718.3200000.000000	04-May-2022	100	4	2,400.00							<b>Total</b>	100	4	2,400.00		
Line	BCGOV_COA	GL Date	Percent	Quantity	Amount (CAD)	Info 1	Info 2	Inf																					
1	022.32183.34265.5718.3200000.000000	04-May-2022	100	4	2,400.00																								
			<b>Total</b>	100	4	2,400.00																							

TIP Total allocation must equal 100% of the selected line values.  
 Apply this Cost Allocation information to all applicable requisition lines

Figure 7: Update selected line

To do this:

1. Select the line you wish to update and click **[Update]**
  - a. **Need By Date:** defaults to today's date. Adjust the date to accurately reflect when the goods/services are required
  - b. **Deliver to location:** Defaults from the Requester's Employee Profile and can be changed. If required, click on the Enter one-time address checkbox to enter a specific delivery address which will be forwarded to BC Bid.
    - o If you are using an address that is not in BC Mail, it is better to provide the preferred address in the Note to Buyer or as an Attachment.
  - c. **Suggested Buyer:** Select a Buyer/PO contact person from within your Ministry. Do not select a PSB Purchasing Agent.
2. If this is a multi-year requisition, or if delivery details are different for each line, then:

- a. Adjust the **Need by Date** and **Deliver-To Location** for each requisition line to reflect where and when the goods/services are required.
  - b. Note only the information from the first line is sent to BC BID
3. Requisition preparers are required to enter a **Tax Classification Code** on each line, as required.
  4. **BCGOV\_COA (charge account coding)**: click the LOV button next to the charge account coding to change the coding.

 **Note:** The UNSPSC Commodity codes will not have STOBs defaulted against them. **Please ensure you review the charge account coding carefully** and change the default travel expense STOB 5718 to an appropriate expenditure code.

5. **GL Date:** if required, change date to adjust the period to which encumbrance activity should be posted.
6. **Note to Buyer:** Enter specific information for this line
7. **Note to Supplier:** Enter specific information for this line
8. **Note to Receiver:** Enter specific information for this line

 **Note:** The BC Bid interface requires all text in these Notes to be in one line, with no carriage returns or extra spaces. Be cautious when entering text into these fields. It is not recommended to cut and paste information in

## Submit for Approval

When your requisition is complete, submit it for approval as you would any other requisition. The requisition undergoes the following approval process.

1. The requisition must pass a series of edits before it is sent to the first Approver. If the requisition passes, it is forwarded for approval.
2. If the requisition fails any edits, it is rejected. The Preparer receives a notification identifying the condition(s) that were not met. The conditions under which a requisition could fail are:
  - Requisition contains Catalog Items
  - Requisition line has more than one distribution (Charge Account)
  - No Suggested Buyer
  - Requester, Preparer or Buyer do not have valid email address or information in their Employee Profile is incorrect
  - Requisition references a PO
  - Missing Title and Description for attachments
  - Attachment Description over 192 characters
3. EA(s) review and approve the requisition.
4. Buyer reviews and approves (if added as last Approver)
  - If not satisfied, the Buyer (like any other Approver) can use **Edit Requisition** to review all details and adjust as required.
  - If the Buyer makes substantive changes to the requisition, it will automatically be re-submitted for approval of the revised document.
  - Once a requisition has been submitted, a receipt notification email will be sent out to the preparer from BC Bid within fifteen minutes with a status indicating “accept”:

From: BC Bid <[PCWEBTEAM@bcbid.extest.gov.bc.ca](mailto:PCWEBTEAM@bcbid.extest.gov.bc.ca)>  
Sent: August 19, 2022 1:51 PM  
To:  
Subject: BC Bid Event Notification - Receipt

Requisition ID: 5076755  
Requisition Number: 43079  
Requisition Amendment #: 0  
Status: Accept

\*\*\*\*\*  
PLEASE DO NOT REPLY TO THIS EMAIL

If you have any questions or comments, please contact your MINISTRY HELP DESK.

MESSAGES FROM BC BID ARE GENERATED TO NOTIFY USERS OF ERRORS, WARNINGS, OR SOURCING ACTIVITY STATUS. ANY REPLY TO THIS NOTIFICATION WILL NOT BE ACKNOWLEDGED.  
\*\*\*\*\*

[Unsubscribe](#)

This is an automatically generated email, please do not reply.

 **Hints:** Once a requisition is approved and sourcing is underway, do not withdraw and amend it unless directed by your Ministry Buyer or the PSB Purchasing Agent. They can advise as to other steps that may be needed, as appropriate.

If you withdraw and amend a requisition, it will require re-approval, and upon approval will be re-transmitted to BC Bid. The amendment will be accepted by BC Bid if the posting is not closed. The changes will be accepted by the Buyer and may be posted as amendments.

If you cancel a requisition line or an entire requisition, this action will not require re-approval. As a result, nothing is transmitted to BC Bid. Manual intervention is then required.

Coordination of all amendments is therefore crucial when sourcing via BC Bid, to ensure that potential suppliers are quickly notified of changes.

## WHAT HAPPENS IN BC BID

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Once approved, requisitions are transferred to BC Bid in real time. The requisition's arrival triggers an email notice to a general "inbox" if BC Bid Central Sourcing was selected.

### BC Bid Requisition Content

Requisition information uploaded to BC Bid includes:

- Requisition Number, Description, Preparer Email Address, Preparer Contact Information and Start Date and End Date (if entered)
- Item Description, Unit of Measure (UOM), Quantity, Unit Price, Category, Requester Email Address, Requester Contact Information and Deliver-To Location from Line 1.
- Net Amount (that is, if items were flagged as taxable, the tax is not transferred to BC Bid, nor is the corresponding tax dollar value)
- One-Time address, from first line where this was entered, is sent as an attachment, and will display in the BC Bid Requisition Header Comments field
- Note to Buyer
- Note to Supplier
- Internal To Requisition Attachments
- Title and description for attachments

 **Note:** The ministry can send sensitive attachments that were not included on the requisition directly to the PSB Purchasing Agent, to be added to the requisition in BC Bid.

 **Note:** The UOM must be the same on the requisition and purchase order. If the Purchasing Agent needs to change it, they will ask the ministry to withdraw the requisition and resubmit it.

## Processing/Sourcing of Requisition

PSB Purchasing Agent accesses BC Bid and initiates the following:

- The requisition is reviewed, including line details, attachments, and notes/comments.
- A sourcing option is selected, and the appropriate processing (for example, notifications or postings) is undertaken.
- Upon determination of the successful proponent, and conclusion of any required negotiations, the Award Document is created.
- If there is a one-to-one relationship between requisition lines and supplier sourcing solution, the Buyer or PSB Purchasing Agent "Sends" the Award Document back to CFS Oracle Financials Purchasing to automatically create a Standard Purchase Order (PO).



**Note:** BCBID does not have the ability to split orders; purchases must be made for the entire opportunity.

## Award PO arrives in CFS Oracle Financials

CAS Oracle Financials receives Award Information:

- PO Data is received via CGI (QP Feeder) nightly.
- Edits are run (for example, confirm that the requisition is in "Approved" status, that requisition lines are available (have not been autocreated or cancelled) or that the PO Number has not already been used). If all edits are passed, the PO is brought into the Purchasing module.
- Requisition lines are linked to the PO; account coding is brought in; and the PGO field values are populated on the PO (from the requisition, if applicable).

## Standard PO is Approved

The PO Approval Workflow is triggered, and PO Approval occurs as usual.

- If the PO amount is equal to or less than the requisition amount, the PO is Immediately Approved.
- If the PO amount exceeds the approved requisition amount, the PO is automatically routed for approval to the Preparer's Expense Authority (EA). This occurs after the PO has been imported from BC Bid. If the Buyer needs to make any changes to the PO, this update can occur after the PO has been approved.

## WHAT YOU DO IN PURCHASING AFTER AWARD

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Once the PO is approved, the following steps are taken.

### Review PO header DFF

Confirm PGO Values in **PO Headers** DFF:

- **Procurement Process Code:** If not entered on the requisition, this field will be set to *nine hundred* (This code will be inactivated - Do Not Use). The Buyer **must** update this value to reflect the process undertaken to arrive at this PO.
- **Trade Agreement Code:** defaults to N/A.
- **PO Class Code:** If not entered on the requisition, the PO Class will be set to *C (Contract)*. Review and adjust as required.



**Note:** Do not Unreserve the PO to make these changes. The PO will not require re- approval.

### Attachments

Add Attachments to Supplier if applicable, as they are not brought forward from iProcurement, nor are Attachments brought back from BC Bid. This could include Terms and Conditions, Specifications, or other documents, pertinent to the Supplier.

## One-Time Addresses

The One-Time address used on the requisition will be saved as an attachment and will be brought forward to the respective PO lines.

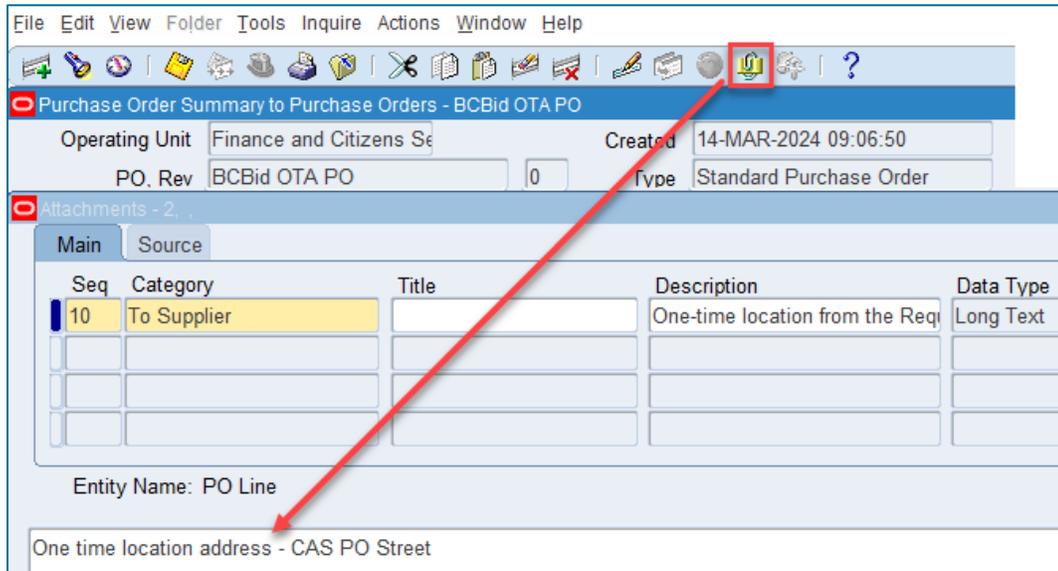


Figure 8: Purchasing: Purchase Order Lines - Attachments

## Add Tax

This information is **not brought forward** from the requisition, **nor is it brought in** from BC Bid. Tax must be manually entered on the PO.

**Note:** Adding recoverable tax (GST) to a PO does not require EA approval. Addition of nonrecoverable tax (PST) will require EA approval.

To add Tax to a line:

1. Display the PO on the **Purchase Orders** window.
2. Unreserve the Purchase Order.
3. From the Menu bar Actions select **[Manage Tax]**.

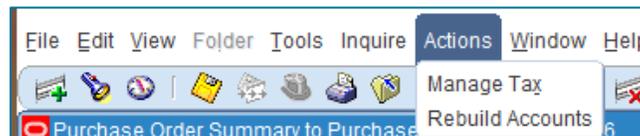


Figure 9: Manage Tax menu item

1. From the **Tax: Standard Purchase Order #** window click **[Additional Tax Information]**.

**Tax: Standard Purchase Order PO-123456**

Operating Unit: Finance and Citizens Services  
 Supplier: MONK CREATIONS  
 Supplier Site: 001  
 Buyer: LAVOIE, NICOLE  
 Order Description:

Currency: CAD  
 Amount: 2,400.00  
 Nonrecoverable Tax: 0.00  
 Recoverable Tax: 0.00  
 Total Tax: 0.00  
 Approval Amount: 2,400.00

**Search**

Line:   
 Schedule:   
 Description:   
 Location:

Schedules Distributions

Details	Line	Schedule	Description	Location	Amount	Nonrecoverable Tax	Recoverable Tax	Total Tax
	1	1	BC Bid four workstation chairs	One Time Location	2,400.00	0.00	0.00	0.00

Figure 10: Tax: Standard Purchase Order Number

- From the **Additional Tax Information: Standard Purchase Order #** use the **Tax Classification** search light to select the appropriate tax for each line. When complete click **[Apply]** to save your changes.

Description	Schedule	Location	Transaction Business Category	Product Type	Assessable Value	Tax Classification
IC Bid four workstation chairs	1	One Time Location	Purchase Transaction	Goods	2400	GST and PST

Figure 11: Additional Tax Information: Standard Purchase Order #

- Close the **Additional Tax Information: Standard Purchase Order #** and the **Tax: Standard Purchase Order #** windows and return to **Purchase Order** window.
- Click **Save** icon
- Re-approve the Purchase Order.

## PO Print

When the Purchase Order is approved, a notification is sent to the Ministry Buyer with the subject “For Your Information: Request 123456789 (CAS PO PRINT) has completed with status Normal“. This includes a URL for a printable PDF version of the PO, generated at the time of approval and only available once.

To subsequently generate the printable electronic version of the report, use the **BCPO919 PO Print** report in the EBS Purchasing reporting module.

- Navigate to PO – Entry & Inquiry / Reports / Run / Single Request
- On the **Submit Request** window, enter or select report Name “BCPO919 - Purchase Order Print”

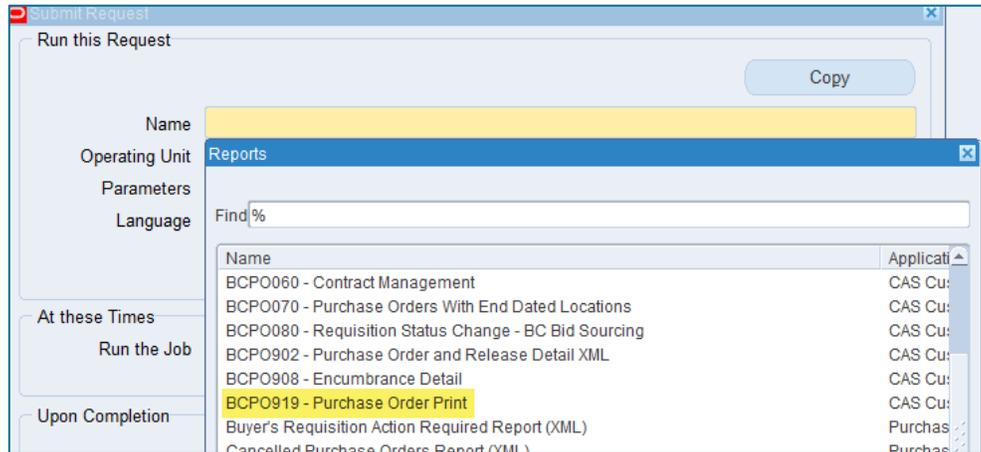


Figure 12: Submit Request Window with Reports list

- On the **Parameters** window, enter or select the **Purchase Order Number** and the desired **Dynamic Precision** and click **[OK]**

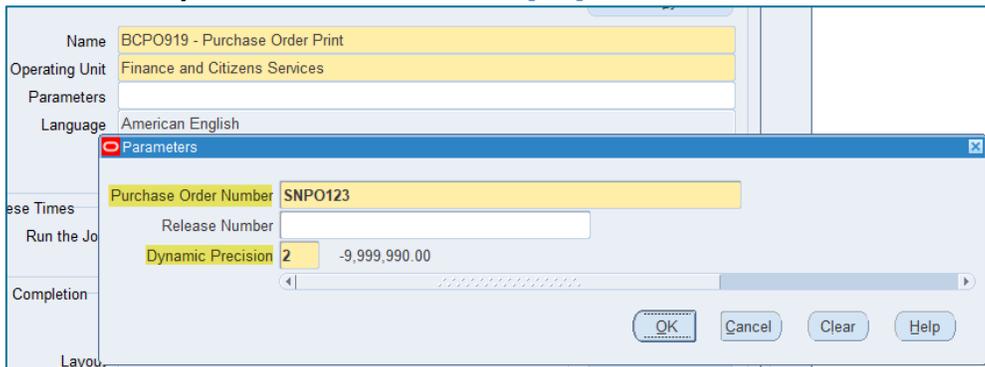


Figure 13: Report Parameters Window

- On **Submit Request** click **[Submit]**
- On **Requests**, click **[Refresh Data]**.  
When the report status is Completed, click **[View Output]**. The printable Purchase Order document will display. You can Save or Print it as required.

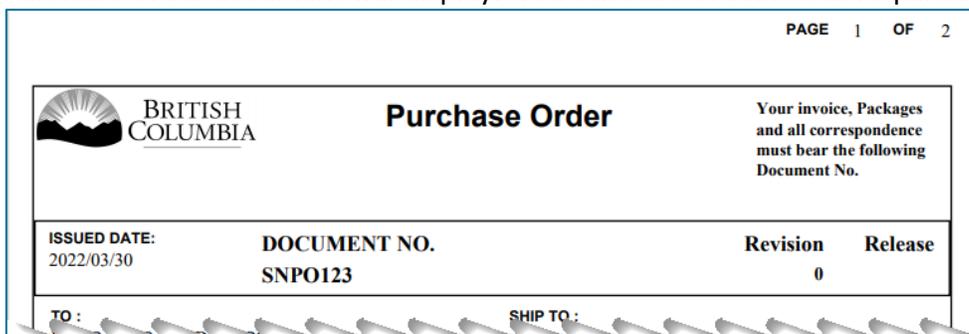


Figure 14: PO Print document

## WHAT HAPPENS IN IPROCUREMENT RECEIVING

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The BC Bid integration has no impact on receiving. Receiving is completed in the same way as for any other requisition/PO.

## APPENDIX A - COMMON REASONS FOR REQUISITIONS FAILING TO TRANSMIT TO BC BID

Once the requisition has been approved by the EA and the Buyer (if added as last Approver) the requisition is transferred to BC Bid in real time. At BC Bid the file will go through a validation process to ensure the file is completed as expected. We have identified the most common reasons why a file may fail to transmit to BC bid resulting in the requisition having to be changed and resubmitted for EA approval.

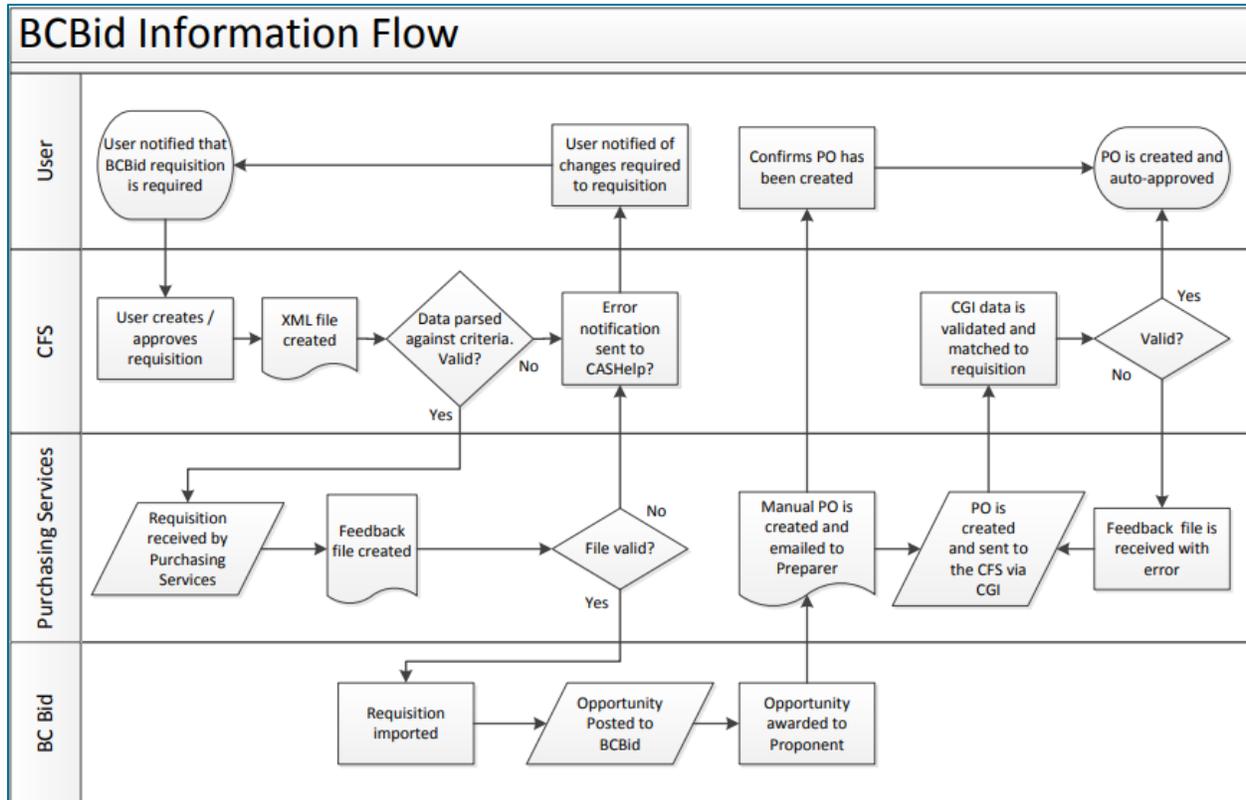
- Use of Invalid Characters in line description, notes to Approver, Buyer, or Supplier
  - The following characters are not to be used:

#	~	!	?	\$	%	+	=	{	}
[	]		\	<	>	"	^	;	

- The following character can only to be used in the Supplier Name: \*
  - The following characters can only to be used in the EMAIL address: @ and \_
- Use of carriage return or extra spaces in line description, notes to Approver, Buyer, or Supplier
- If the suggested buyer is not entered on each requisition line, the system will automatically reject the requisition when the preparer submits it for approval, and a workflow notification will show up in their worklist with the reason it was rejected.
- Employee profiles for Preparer, Requestor or Buyer are not current or correct
- Titles and Descriptions for attachments are missing, or Description exceeds 192 characters

## APPENDIX B - PROCESS FLOW BETWEEN CFS AND BC BID

In case you are interested in seeing how the information flows back and forth between CFS and legacy BC Bid.





## APPENDIX C - LINKS TO CFS USER DOCUMENTATION AND TRAINING AND BC BID PORTAL

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### **CAS SharePoint - Product information, user documentation and training (by module)**

iProcurement and Purchasing have Quick Reference Cards (QRC) that will provide details on the basics when entering and modifying requisitions, POs, and receipts.

[iProcurement](#)

[Purchasing](#)

### **BC BID Portal**

[BC BID Portal](#)