

Emergency Support Services (ESS) Program: Supplier Quick Reference

Complete a reimbursement submission once documentation has been received.

DO NOT wait until the end of an incident to complete all reimbursement submissions.

Know Before Completing a Reimbursement Submission:

Any supplier with a current Emergency Support Services (ESS) supplier arrangement, that provides goods and services to evacuees during an emergency event can use this document as guidance to complete their reimbursement submission.

- Basic supplier information is required by the province (EMCR Finance) to process your reimbursement submission correctly (refer to Required Supplier Information below).
- Make sure to have all corresponding documentation before completing a reimbursement submission. All referral forms must be accompanied by the original invoice and itemized bill.
- Connect in with a representative from your local ESS team if any referral form is missing and/ or incomplete or you have questions about your supplier arrangement.
- Direct deposit setup with the province is strongly encouraged (refer to Direct Deposit Setup below).
- Three reimbursement submission options are available (refer to Submission Options below).

Required Supplier Information:

For first-time supplier activation OR for updates to supplier information (e.g. mailing address, banking information) the following information is required by the Province (EMCR Finance) to be able to process reimbursement submissions.

- Legal Business Name** (e.g. 54506 Ltd. (numbered company) or, ABC Grocery)
- Mailing Address** (i.e. unit number, street number, street name, postal code, town, or city)
- Business Number** (GST Number)
- Franchise Number OR Unique Store Number** (if applicable)

NOTE: If payments are to be issued to a name different than the legal business name, include the following information with your (the) reimbursement submission.

Business name payment should be issued to:

Legal Business Name/ alternative business name (e.g. 54506 Ltd. Dba/Joe's grocery Store or ABC Grocery)

- Mailing Address (i.e. unit number, street number, street name, postal code, town, or city)
- Business number (GST Number)
- Franchise Number OR Unique Store Number (if applicable)

Direct Deposit Setup:

The Province strongly encourages suppliers to be setup with direct deposit, as they will receive their payments quicker than mailed cheques. To setup direct deposit with the Province, request a Direct Deposit Application Form through ESSFinanceInquiries@gov.bc.ca.

Documentation Checklist:

- ✓ Charges for goods and services, including all applicable taxes, must not exceed the ESS rates. Exceptions or cost overages must be authorized by EMCR and supporting documentation must be attached to the submission.
- ✓ Goods and services are rendered only to those listed on the referral.
- ✓ Goods and services rendered are eligible items as listed on the referral.
- ✓ Make copies of invoices and receipts for your records.

Submission Options:

All suppliers must send invoices, receipts, and referral forms to EMCR Finance for processing and to be reimbursed. There are three reimbursement submission options to choose from.

Online	Email	Mail
<p>All suppliers can submit invoices, receipts, and referrals through the online supplier portal using the Evacuee Registration & Assistance (ERA) tool. To complete your submission online, navigate to http://ess.gov.bc.ca and click “Submit Invoices/ Receipts” within the light blue box noted as: ESS Suppliers.</p> <p>NOTE: Billeting is not available for online reimbursement submissions. Please submit any billeting requests through alternative options: email or mail.</p>	<p>Reimbursement submissions can be emailed with attachments of all corresponding documentation to EMCR Finance directly at:</p> <p>ESSFinanceInquiries@gov.bc.ca.</p>	<p>Please use one of the alternative payment options described above if possible. Reimbursement submissions can be mailed directly to EMCR Finance at the following address:</p> <p>Attention: EMCR Finance Block A – Suite 200 2261 Keating Cross Road Saanichton BC V8M 2A5</p>

Submission Inquiries:

All reimbursement submission inquiries such as submission status can be directed to EMCR Finance at ESSFinanceInquiries@gov.bc.ca.

First Nations & Local Governments (if applicable):

Direct Purchase Claim Submissions (all other ESS response costs such as food for volunteers, reception centre costs) can be emailed to your Local EMCR Office.

Subject Line: [First Nation or Local Government] – [Reception Centre Number] – [Task Number].

Example: City of Prince George – RC 001 – Task #123456