

New Vendor Portal Electronic Daily Time Reporting Application FAQ

BC Wildfire Service has a new application being implemented in spring 2022 that will allow interested equipment vendors to electronically record their Daily Time Reports (DTRs) when supporting fire response and project work. The application is known as eDTR, which is an abbreviation for Electronic Daily Time Reporting. This FAQ will answer some of the questions vendors may have about eDTR.

1) What is eDTR?

eDTR stands for electronic Daily Time Report. eDTR is a new application being launched by BC Wildfire Service that will enable equipment vendors to enter equipment daily time reports digitally and have their daily time reports reviewed and approved using the application. eDTR will also allow for remote entry and review of daily time reports.

2) I am hearing two terms, eDTR and Vendor Portal. What's the difference between eDTR and Vendor Portal?

Vendor Portal is the pathway to access the eDTR application. eDTR is a component of Vendor Portal that allows for digital entry of equipment daily time reports.

3) What are the benefits to using eDTR?

eDTR is an efficient and secure application that allows for:

- Accurate recording of daily time information
- Reduced travel time to have daily time reports reviewed and signed
- Digital retention of all time reports
- Decreased invoice processing time

4) When is the application going to be ready for use?

eDTR will be released in May 2022.

5) What type of device do I need to use eDTR?

Vendors can access eDTR through either:

- Desktop
- Cell phones
- Tablets
- Laptops

6) Besides a device, is there anything else vendors will need to be able to use eDTR?

All vendors will need to register for a Business BCeID to get access to the application once it has been released. The company administrator of your BCeID will then be able to create and manage employee accounts under the BCeID to ensure their staff have access. Once your contract has been completed with the fire centre and you have your BCeID, you will be sent an email invitation to access eDTR through Vendor Portal.

7) Why do vendors need a BCeID to access the application?

Business BCeIDs are required so that vendors and their employees can access business-related services and applications offered by the BC Government.

8) How can a vendor sign up for a Business BCeID?

Reference documents are available on the [Equipment webpage of BCWildfire.ca](#). Information is available on how to:

- Confirm vendors have a Business BCeID
- Register for a Business BCeID
- Manage employee accounts

Vendors can also visit the [BCeID website](#) to start the process.

9) How do Vendor Administrators set up their employees to use the application?

Vendors will need to provide their employees with login credentials under the company BCeID. Then the Vendor Administrator will need to grant each employee access to login with those credentials.

10) How can vendors access the application?

Initially a link will be provided to vendors through the email invite they will receive. Once the initial invitation has been received, vendors will be able to access the application through links provided on the website found [here](#).

11) What resources are available to help vendors learn how to use eDTR?

- Vendor familiarization sessions took place in March A recording of a familiarization session is available [here](#) for vendors who were unable to attend one of the live sessions
- Vendor training sessions took place in April
- Training videos and reference documents are available on the [Equipment webpage of BCWildfire.ca](#)
- Local application champions within BC Wildfire Service will be identified for each Fire Centre
- A temporary eDTR inbox that vendors can use during the initial implementation process to ask questions or receive support: BCWS.edtr@gov.bc.ca.



12) Can I invoice through this application?

eDTR will enable vendors to record their daily time reports digitally and have those reports reviewed and signed off. Vendors can then use the digital record within the application to support invoice creation within their own accounting program/process. eDTR will not allow vendors to create invoices within the eDTR application.

13) Can vendors enter working times that go beyond midnight?

Yes, the application will allow entry of working hours past midnight.

14) Is there a Weekly Time Report option?

Background – BC Wildfire Service used to support Weekly Time Reports which were useful if you were on standby all week on the same schedule. The Weekly Time Report option is not available in eDTR. The “clone last” function will make repetitive entry types easy for this scenario.

15) Do vendors add their equipment into the application initially or does BC Wildfire Service do this step?

Both BC Wildfire Service and vendors can add equipment. BC Wildfire Service intends to add vendor’s equipment to the application once the completed rate sheet has been provided to the vendor.

16) Do the vendors need to add pictures of their equipment to the application?

No, this is an optional step.

17) Does eDTR remove the requirement for vendors to submit an invoice?

No, daily time reports created in the application will serve as a back-up for invoice payment as paper copies previously did.

18) Will vendors receive a reason for an eDTR rejection within the application?

Currently rejection reasons will need to be communicated verbally or via email. However, during the next development cycle this functionality will be added to the application.

19) Is the Vendor Administrator able to enter their employee’s eDTRs on their behalf?

Yes, the Vendor Administrator must assign themselves the role of personnel in order to do this.

20) Do vendors still follow the same process for submitting copies of insurance, CGL and BCFC certification?

Yes, these documents are still submitted through email, letter, mail or in person to the Fire Centre.