

# HOW TO SUBMIT AN ELECTRONIC DAILY TIME REPORT(EDTR)

To Vendor Portal



[Video Tutorial](#)

**1** First:  
You need to be invited to the Vendor portal application. [Click here to start the process.](#)

## Access the Vendor Portal application through this link-[Vendor Portal](#)

- From the Dashboard, select the Time Reports and click on the My Time Reports
- Select the blue New Time Report Button



- Make sure to complete all fields marked with an asterisk sign, indicating they are mandatory
- Unsure on Incident/Project, or Qualified Receiver fields? Contact your local Fire Centre or Zone

## There are four Entry Types:

- Equipment Entry
  - Approved heavy equipment
- Attachment Entry
  - Hose, pumps and tanks
- Service Entry
  - Lowbed transport
- Travel Entry
  - Travel to and from site



- Ensure that the "Start/Stop" Time duration, KM, and Time type are entered accurately
- Choose Hotel or Camp for accommodation. Then tick off the appropriate box from the provided meals or Per Diems
- Click save Draft and click Submit to finalize the eDTR submission

