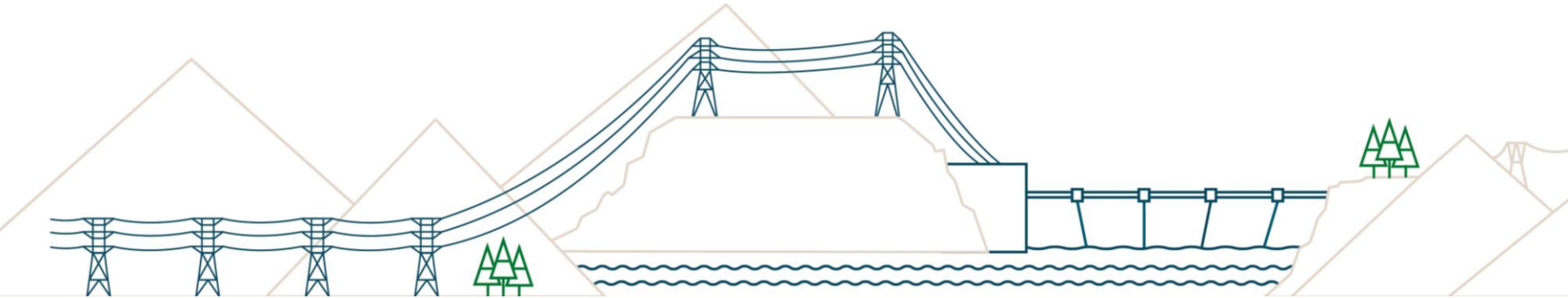


Supply Chain Application (SCA) Update for Suppliers



November 3, 2020

Introduction

Setting the Stage

Participants are on mute to limit distraction for fellow participants



This session will be recorded so you can view it again



You can send us questions via the Chat



Questions not answered during session will be addressed after presentation



Agenda

Topic
1. Overview of top themes impacting suppliers
2. Review of Service Entry Sheet-Invoice-Payment Process
3. FAQs
4. Process for handling supplier-related queries

Top Themes

Terminology

Term	Definition	Notes
Service Entry Sheet (SES)	A Service Entry Sheet is a document that records Services provided to BC Hydro as per BC Hydro's order	Can be called "Service Sheet"
Payment Request (term in the contract)	An artifact confirming a service has been performed, triggering the need to create a Service Entry Sheet. May include pro-forma invoices, time sheets, expense report etc.	Can be called: " Service Entry Sheet (SES) backup "; " Progress payment estimate "; " pro-forma invoice "; " time-sheet ", 'draft invoice'
Purchase Order Confirmation	Suppliers communicate back to BC Hydro if they accept the terms and conditions as stated in the PO.	Can be called: Purchase Order Acknowledgement

Top Themes Impacting Suppliers

1

Getting familiar
with the SES
process

- Suppliers submit payment request (proforma invoice, payment estimate, invoice etc.) to BC Hydro contact administrators (identified on the Purchase Order) or other BC Hydro contact so they can create the Service Entry Sheet (SES) in SAP
- SES needs to be created and approved by BC Hydro *before* invoice can be submitted to Accounts Payable
- Suppliers receive an email from the contract administrator saying they can now submit invoice to Accounts Payable

2

Data
conversion

- Receiving new numbers for purchase orders converted from the old system to SAP
- Updates to Purchase Orders due to incorrect delivery dates or tax codes
- Updates to Purchase Orders due to incorrect pricing

3

Knowing who
to contact

- Previously established “Business As Usual” channels of communication with BC Hydro regarding orders, progress of work, invoicing, payment
vs.
- Temporary support channel for suppliers via supplier.sca@bchydro.com

Overview of SES- Invoice-Payment Process

Overview: SES > Invoice > Payment Process



Overview: SES > Invoice > Payment Process



FAQs

1. FAQ: What Information Needs to Be Included on Payment Requests

1. From BC Hydro Standard Agreement:

- 1. details of the Work completed during the applicable payment period and the amount of the payment for which certification is sought; and*
- 2. the calculations of the amount claimed for the Work completed during that payment period.*
- 3. any supporting documentation, data and computations required by Hydro's Representative (Supporting Data)*

2. Format of Payment Request depends on pricing structure (e.g., lump sum vs. unit price)
3. Must include PO reference
4. If final invoice will include multiple tax applicability (e.g., GST and GST+PST), the total amount for each tax type must be shown

2. FAQ: What Information Needs to Be Included on Final Invoice

1. From BC Hydro Standard Agreement:

- i. Contractor Name
- ii. Contractor Address
- iii. Addressee (BC Hydro Accounts Payable)
- iv. BC Hydro Outline Agreement (OA) # (if applicable)
- v. BC Hydro Order Number: PO # (Purchase Order #)
- vi. GST Registration Number
- vii. Invoice Number
- viii. Total Invoice Value with GST, and PST (where applicable) clearly identified
 - a. State any applicable holdback amount, and/or any other deduction amount, before invoice total
 - b. GST and PST to be invoiced on gross invoice value (inclusive of any holdback amount)
 - c. If applicable, include the corresponding OA/PO line item, quantity and unit price.
- ix. Contact name and e-mail address

2. It is recommended the approved SES number be indicated

3. If invoice is missing information it may be returned for correction

3. FAQ: How Do Suppliers Know Where to Send their Payment Requests



Test print from Q01CLNT010

PURCHASE ORDER

Vendor:

BURNABY BC V5C 6S6

Canada

Contact :
Phone :
Email :

Invoicing information:

This Purchase Order (PO) is set-up for Evaluated Receipt Settlement (ERS) and no invoice submission is required.
For Accounts Payable inquiries, please email

Information:

PO number :
Revision : 1
PO issue/revision date: Oct 22, 2020

Currency : CAD
Vendor number :
Sourcing reference : RFP
Hydro representative : Test-Duncan Ashwell
Phone number :
Email : sca.testinbox@bchydro.com
Contract Admin : Tanya Peachey
Phone Number :
E-Mail :

Send Payment Request to Contract Admin unless otherwise agreed to between you and BC Hydro

4. FAQ: When can I send invoice to AP?



4. FAQ: When Does the Payment Term Start?



5. FAQ: How Do Suppliers Know When Payment Has Been Processed

They will receive a
“Payment Advice Note”
from Accounts Payable



The image shows a BC Hydro Payment Advice Note form. It includes the BC Hydro logo, a header section with contact information, a 'Payment advice note' box with dates and contact details, a salutation 'Dear sir/madam,', a paragraph about payment processing, and a table with payment details.

BC Hydro

Test Vendor
999 9999 TH STREET
VANCOUVER BC V0E 0E0

Payment advice note

Date
20.10.2020
Documentposting date
2000957676 / 20.10.2020
Our date

Telephone
604-663-3572
Fax

Your account with us
0057034601
Our account with you

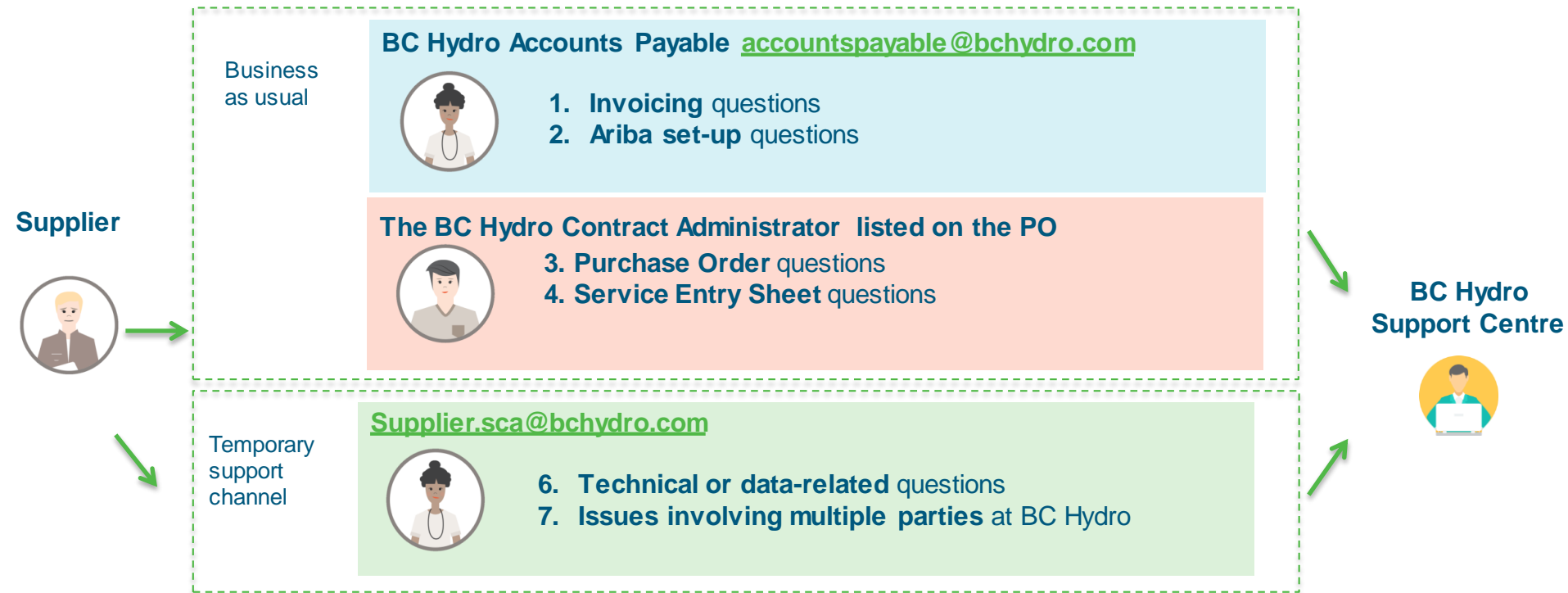
Dear sir/madam,

Your invoice/expense has been processed and payment, if applicable, will be deposited into your bank account within 1 to 2 business days.

Document	Reference	Purchase Order	Date	Currency	Deductions	Gross amount
8100003101	089991	4100008417	20.10.2020	CAD		6,388.03
Invoice Amount				CAD		6,388.03
Total amount				CAD	0.00	6,388.03
Payment amount				CAD		6,388.03

Process for handling supplier-related queries

How Your Questions are Being Addressed



Next Steps

Next Steps

1. We have collected your questions & comments in the chat during this session and we will respond in the coming weeks.
2. We will post a recording of today's presentation on [BC Hydro.com](https://www.bchydro.com)

