



Electronic Ordering Guide

Distribution Centre Victoria



DCV Customer Service

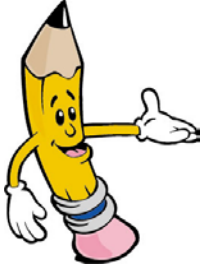
Phone: 250.952.4460

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Email: OPCCustomerSer@gems1.gov.bc.ca

June 2004

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INTRODUCTION

Distribution Centre Victoria (DCV) is a full service supply facility that provides a range of Office Supplies to government and government funded agencies. The DCV is an assured source of supply for quality products with satisfaction guaranteed. Our purchasing agents are constantly monitoring the marketplace for more effective and less expensive products. Distribution Centre Victoria also provides logistical support such as inventory management and distribution to many other government programs including:

- Open Schools
- Government Publications
- Ministry of Health (forms & pamphlets)
- Ministry of WLAP, Pesticide Management Program
- Ministry of Forests, Recreation Maps Program
- Many other programs such as the BC Forest Service, Provincial Employee Recognition Program and the Ministry of Attorney General Corrections Branch have used the services of DCV for assistance with their Visual Identity Programs.

The DCV is an agency of Procurement & Supply Services, which includes the following programs within the Ministry of Management Services:

- BC Mail Plus
- Product Distribution Centre (in Coquitlam)
- Government Publication Services
- Intellectual Property Program
- Queen's Printer
- Warehousing & Asset Investment Recovery
- Purchasing Services Branch

Customers are encouraged to access other cost-saving opportunities with Procurement & Supply Services (P&SS) on the "BC Solutions" website: www.bcsolutions.gov.bc.ca

As with other branches of P&SS the DCV is a cost-recovery operation, which means that annual expenditures are not supported by taxpayers but must be offset by revenue.

Electronic Ordering

The DCV is committed to providing quality products in an efficient, cost-effective and timely manner. To facilitate this, an on-line catalogue and shopping cart system was developed, giving customers 24-hour ordering access to all DCV products.

DCV Customer Service can assist you with setting up an electronic ordering account and authorization. Call 250.952.4460 for assistance.



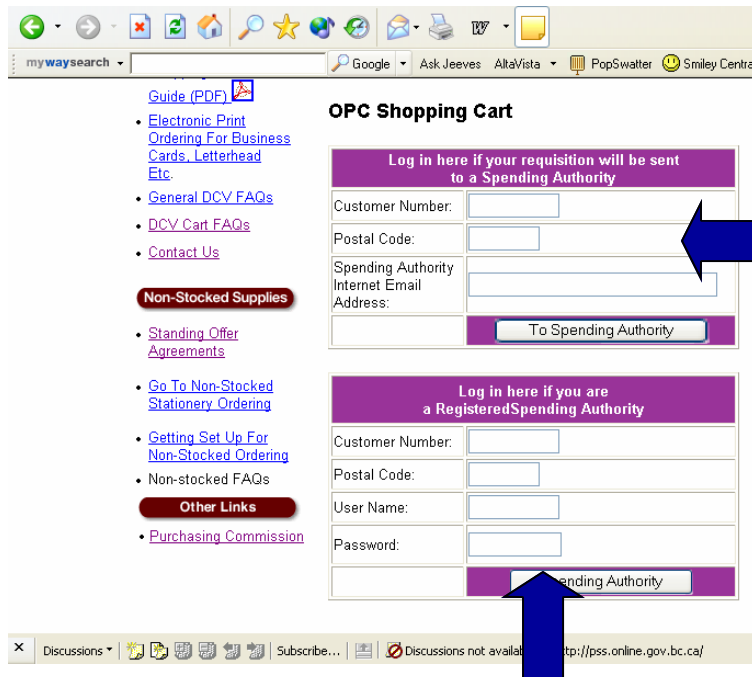
LOCATING AND SIGNING ON

You will want to keep the information below handy for when you are logging in to the shopping cart. If you are a spending authority you will want to keep your "User Name" and "Password" somewhere else for security reasons.

Website Address	http://pss.online.gov.bc.ca/dcv
Customer Number	
Postal Code	
Spending Authority Email	

Direct your browser (Internet Explorer, Netscape Navigator) to <http://pss.online.gov.bc.ca/dcv>

Note that this page also has links to Non-stocked Master Standing Offer Agreements (MSOs) and other useful information.



To place an order if you are NOT the Spending Authority: Fill in the fields with your customer number followed by your postal code and the email address of your spending authority. Click **To Spending Authority**.

To place an order as a Spending Authority: Fill in the fields with your customer number followed by your postal code, your user name and password. Click **Spending Authority**.

Make sure this screen shows the correct shipping location for your office.

NAVIGATING THE LINKS

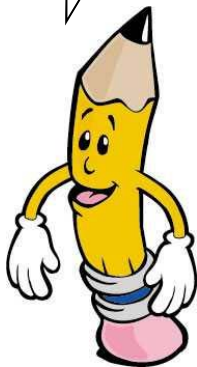
If this is your first order, click on “Enter the Store And Create A New Shopping Cart”

SELECTING AND VIEWING PRODUCTS

Product categories are located in the left sidebar. If you already know the stock numbers for the products you want to order, you can simply add them to the “Add By Item Number” table. You must use your TAB key to move between boxes (ENTER will validate the items. Once completed, click **Validate Items**.

If stock numbers you have entered are not on the shopping cart, or are typed incorrectly, they will appear in red below the correct codes. Single click on “Add to Order” to continue. You may continue to Add by Item once the first ten products are validated.

The DCV cart has colour photos of almost all our products.



If you do not know the product codes or wish to shop by browsing through the products, click on any category number (blue, underlined) to view product ranges.

In the example below, the user has clicked on section 2.6.4 Kraft Wrapping Paper.

Distribution Centre — Victoria Ministry of Management Services

2.6.4 Kraft Wrapping Paper Add to Order

Item #	Description	Stock	Price	Quantity
813501001	PAPER, WRAPPING, KRAFT, 18" WIDTH, 40 WEIGHT, (8315) 900 FT/R0		20.82 E0	<input type="text"/>
813501002	PAPER, WRAPPING, KRAFT, 24" WIDTH, 40 WEIGHT, (8315) 900 FT/R0		26.34 E0	<input type="text"/>
813501003	PAPER, WRAPPING, KRAFT, 30" WIDTH, 40 WEIGHT, (8316) 900 FT/R0		33.00 E0	<input type="text"/>
813501004	PAPER, WRAPPING, KRAFT, 36" WIDTH, 40 WEIGHT, (8317) 900 FT/R0		39.00 E0	<input type="text"/>

Add to Order

Copyright © 1997-2004: Queen's Printer, Victoria, British Columbia, Canada

The camera icon indicates that a photograph of the product is available. Clicking on the camera icon will give you the photo.

Distribution Centre — Victoria Ministry of Management Services

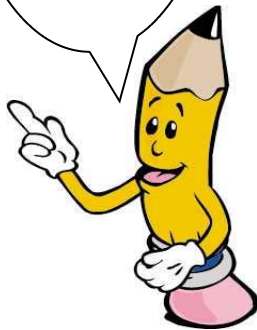
2.6.4 Kraft Wrapping Paper

Clicking the back button on the browser will return the user to the previous screen (shown on the top of this page).

ADDING TO THE SHOPPING CART

The next step is to add the desired product to your shopping cart. Click on the “Add To Order” button once your quantity is determined.

Note that the **Unit of Issue** comes after the price. In this case you will see that the paper is sold by the roll.



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Restore Previous Cart
 View Shopping Cart
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 Templates

2.5.9 Overhead Proj. Pens
 2.5.10 Chalk & Crayons
 2.5.11 Bulletin/White Board
 2.5.12 Overheads & Frames
 2.5.13 Meeting Supplies
2.6 Mail & Ship Supplies
 2.6.1 Envelopes
 2.6.1.1 Standard Envelopes
 2.6.1.2 Interdept Envelopes
 2.6.1.3 Coin Envelopes
 2.6.2 Special Envelopes
 2.6.3 Shipping Bags
 2.6.4 Kraft Wrapping Paper
 2.6.5 Cartons & Mail Tubes
 2.6.6 Diskette Mailers

2.6.4 Kraft Wrapping Paper Add to Order

Item#	Description	Stob	Price	Quantity
8135011001	PAPER, WRAPPING, KRAFT, 18" WIDTH, 40 WEIGHT, (8313) 900 FT/RO		20.82 RO	2
8135011002	PAPER, WRAPPING, KRAFT, 24" WIDTH, 40 WEIGHT, (8315) 900 FT/RO		26.34 RO	
8135011003	PAPER, WRAPPING, KRAFT, 30" WIDTH, 40 WEIGHT, (8316) 900 FT/RO		33.00 RO	
8135011004	PAPER, WRAPPING, KRAFT, 36" WIDTH, 40 WEIGHT, (8317) 900 FT/RO		39.00 RO	

Add to Order

1.
Enter
Quantity

2.
Click on
Add To
Order

Once an item is added to the order, you are presented with the current shopping cart contents.

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Restore Previous Cart
 View Shopping Cart
 Add By Item Search
 Templates

Your Order Currently Contains:

Title: Deb's Order

Product #	Product	Stob	Qty	Unit Price	Total
8135011001	PAPER, WRAPPING, KRAFT, 18" WIDTH, 40 WEIGHT, (8313) 900 FT/RO		2	\$20.82	\$41.64

Total amount for this order * \$41.64

Remember to click on **Modify Order** after you make any changes

- To change a quantity or Employee code, modify it then click **Modify Order**.
- To delete a product, make the quantity 0 then click **Modify Order**.
- To change the title, enter new text and click **Modify Order**.

Order By Item Cancel Order

Order quantities may be adjusted at this point if you wish. Select “**Modify Order**” to save any changes.

SEARCHING FOR PRODUCTS

If you are unsure of a product location on the sidebar, or unsure of a description, the DCV Catalogue offers a **Search** function. You access it by clicking on the **Search** button near the top right hand corner of the screen. A user searches for a toner in this example.

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Restore Previous Cart
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 Templates

2.7.1 Misc Cleaning Supply
 2.7.2 Hardware Products
2.8 Office Equip. Supply
 2.8.1 Disk/Data Cart. Supp
 2.8.2 Dictation Supplies
 2.8.3 Videocassette Tapes
 2.8.5 Printer Ribbons
2.8.6 Toner Cartridges
 2.8.6.1 HP Toner Cartridges
 2.8.6.2 HP Inkjet Cartridges
 2.8.6.3 Lexmark Toner Cartridges
 2.8.6.4 Lexmark Inkjet Cartridges
 2.8.6.6 Canon Inkjet Cartridges

Search the Index

Enter words separated by spaces.
 Partial words are allowed and so are Item Numbers.
All words must be found for the search to succeed.

toner

Submit Clear

To view controlled forms, click on [3.1.2 Purchase Orders](#)

Search results are displayed according to product categories, sorted by the number of references within each category. Clicking on the product category will show the related products.

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Restore Previous Cart
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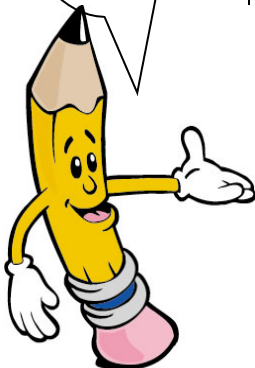
2.7.1 Misc Cleaning Supply
 2.7.2 Hardware Products
2.8 Office Equip. Supply
 2.8.1 Disk/Data Cart. Supp
 2.8.2 Dictation Supplies
 2.8.3 Videocassette Tapes
 2.8.5 Printer Ribbons
2.8.6 Toner Cartridges
 2.8.6.1 HP Toner Cartridges
 2.8.6.2 HP Inkjet Cartridges
 2.8.6.3 Lexmark Toner Cartridges
 2.8.6.4 Lexmark Inkjet Cartridges
 2.8.6.6 Canon Inkjet Cartridges

Search Results

The results of your search for: toner
 (The results are sorted by frequency)

2.8.6.3	Lexmark Toner Cartridges	(60 references)
2.8.6.1	HP Toner Cartridges	(56 references)
2.8.11	Fax Supplies	(14 references)
2.8.6.9	Reman: Toner Cartridges	(12 references)
2.3.13.2	Copier/Printer Labels	(7 references)
2.8.6.4	Lexmark Inkjet Cartridges	(2 references)
2.8.6.7	Misc Toner Cartridges	(2 references)
2.5.12	Overheads & Frames	(1 reference)
2.8.6.2	HP Inkjet Cartridges	(1 reference)

In some cases, particularly toner cartridges you can also search for an item by using the manufacturers number as they have done in the bottom example on this page



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2.7.1 Misc Cleaning Supply
 2.7.2 Hardware Products
2.8 Office Equip. Supply
 2.8.1 Disk/Data Cart. Supp
 2.8.2 Dictation Supplies
 2.8.3 Videocassette Tapes
 2.8.5 Printer Ribbons
2.8.6 Toner Cartridges
 2.8.6.1 HP Toner Cartridges
 2.8.6.2 HP Inkjet Cartridges
 2.8.6.3 Lexmark Toner Cartridges
 2.8.6.4 Lexmark Inkjet Cartridges
 2.8.6.6 Canon Inkjet Cartridges

Search the Index

Enter words separated by spaces.
 Partial words are allowed and so are Item Numbers.
All words must be found for the search to succeed.

c4182x

Submit Clear

To view controlled forms, click on [3.1.2 Purchase Orders](#)

Selecting a category from your search return or from the table of contents on the left reveals all the items available. Clicking the Sort by Item or Sort by Description at the top of each column will allow you to search the items in that category by which ever of the two options you choose.

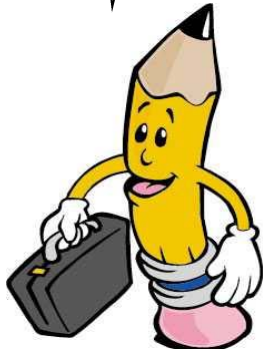
Ministry Home Government of British Columbia
Distribution Centre — Victoria Ministry of Management Services
 Restore Previous Cart View Shopping Cart Add By Item Search Templates

2.7.1 Misc Cleaning Supply
 2.7.2 Hardware Products
2.8 Office Equip. Supply
 2.8.1 Disk/Data Cart. Supp
 2.8.2 Dictation Supplies
 2.8.3 Videocassette Tapes
 2.8.5 Printer Ribbons
2.8.6 Toner Cartridges
 2.8.6.1 HP Toner Cartridges
 2.8.6.2 HP Inkjet Cartridges
 Cartridges
 2.8.6.3 Lexmark Toner
 Cartridges
 2.8.6.4 Lexmark Inkjet
 Cartridges
 2.8.6.6 Canon Inkjet Cartridges

2.8.6.1 HP Toner Cartridges Add to Order

Item #	Description	Stock	Price	Quantity
6850001028	TONER CARTRIDGE, HEWLETT PACKARD, 8100/8150, C4182X,		232.49 EA	
6850001030	TONER CARTRIDGE, HEWLETT PACKARD, C3903A, LASER JET 5P/5MP/6P/6MP,		102.97 EA	
6850001031	TONER CARTRIDGE, HEWLETT PACKARD, C3906A, LASER JET, 5L/6L/3100		77.12 EA	
6850001032	TONER CARTRIDGE, HEWLETT PACKARD, C4092A, LASER JET, 1100/1100A, ULTRAPRECISE, MAX CAPACITY		72.95 EA	
6850001033	TONER CARTRIDGE, HEWLETT PACKARD, C4096A, LASER JET 2100, 2200 SERIES, ULTRAPRECISE		123.73 EA	

Shopping at Distribution Centre Victoria saves your program time and money that you can put towards fulfilling your program mandates.



Using the browser's Find function helps to narrow down the search for an item within a category (CTRL F or Edit:Find on the top toolbar):

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2.7.1 Misc Cleaning Supply
 2.7.2 Hardware Products
2.8 Office Equip. Supply
 2.8.1 Disk/Data Cart. Supp
 2.8.2 Dictation Supplies
 2.8.3 Videocassette Tapes
 2.8.5 Printer Ribbons

2.8.6.1 HP Toner Cartridges Add to Order

Item #	Description	Stock	Price	Quantity
6850001028	TONER CARTRIDGE, HEWLETT PACKARD, 8100/8150, C4182X ,		232.49 EA	
	TONER CARTRIDGE, HEWLETT PACKARD, C3903A, LASER JET 5P/5MP/6P/6MP,		102.97 EA	
	TONER CARTRIDGE, HEWLETT PACKARD, C3906A, LASER JET, 5L/6L/3100		77.12 EA	
	TONER CARTRIDGE, HEWLETT PACKARD, C4092A, LASER JET, 1100/1100A, ULTRAPRECISE, MAX CAPACITY		72.95 EA	
	TONER CARTRIDGE, HEWLETT PACKARD, C4096A, LASER JET 2100, 2200 SERIES, ULTRAPRECISE		123.73 EA	

Find
 Find what: c4182x Find Next
 Match whole word only Direction Up Down



CREATING AN ORDER TEMPLATE

The secure shopping cart offers an order template function which allows spending authorities to create a set list of products that users can generate an order from. Basically it is your very own "favorites" list. Users may access templates either when entering the cart or from the templates button in the top right frame.

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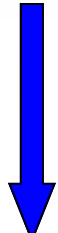
Welcome to the Distribution Centre - Victoria

Do you require a printed copy of the DCV catalogue?
If so, add item #7530954001 to your order.

- [Enter The Store And Create A New Shopping Cart](#)
- [Enter The Store And Restore Your Previous Shopping Cart](#)
- [Maintain Templates/Create Order from Template](#)
- [Click Here For The Latest News](#)



DISTRIBUTION CENTRE - VICTORIA
 PROCUREMENT & SUPPLY SERVICES
 MANAGEMENT SERVICES
 742 VANALMAN AVE
 PO BOX 9455 STN PROV GOVT
 VICTORIA BC V8W 9V7



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Ministry of Management Services

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[Add By Item](#) | [Search](#)
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Product Family Distribution Centre - Victoria

- 1.0 Introduction**
 - [1.1 How to Reach Us](#)
 - [1.2 Frequently Asked Questions](#)
- 2.0 Office Supp. & Staty.**
 - 2.1 Featured Products**
 - [2.1.3 Protocol Giftware](#)
 - [2.1.4 Pins & Flags](#)
 - 2.2 Paper Supplies**
 - 2.2.1 Copy/Bond/Laser Papers**
 - [2.2.1.1 Multipurpose 8.5 x 11"](#)
 - [2.2.1.2 Multipurpose 8.5 x 14"](#)
 - [2.2.1.3 Multipurpose 11 x 17"](#)
 - [2.2.1.4 Laser or Inkjet 8.5 x 11"](#)
 - [2.2.1.5 Laser or Inkjet 8.5 x 14"](#)

Add By Item Number

Please fill in the table with Item Numbers and Quantity.
Use the TAB key to tab between fields.
When you are done, click:

Item Number	Quantity
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

This will be great for toner cartridges. You can make up a template for just the ones your office uses and not need to search through the catalogue each time you require one.



The template screen shows any available template for your customer account (number). Templates are stored for each separate customer.

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View Shopping Cart
 Add By Item Search
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 Templates

3.3.4 Prov Criminal Court
 3.3.5 Prov Family Court
 3.3.6 Prov Juvenile Court
 3.3.7 Prov Small Claim New
 3.3.8 Prov Small Claim Old
 3.3.9 Prov Traffic Court
 3.3.10 Report & Record
 3.3.11 Sheriffs
 3.3.12 Supreme Crt of BC
 3.3.13 Crown Counsel Forms
 3.4 Min of Water Land & Air Protection
 3.4.1 Hazardous Waste Forms
 3.5 Child & Family Suppt
 3.6 MHR forms
 3.8 Liquor Distribution
 3.9 BC Gaming
 3.10 Forests
 3.10.1 Forest Practices
 3.10.2 Forest Fin/Admin

Current Templates

To create a new template, click **Create New**. To add items to the new template, click **Edit**.
 To edit an existing template, click **Edit**.
 To submit an order using an existing template, click **Create** in the **Create Order From Template** column.

To permanently remove a template, click **Delete**. You will be prompted to confirm the deletion. To delete the template, click OK. To cancel the deletion, click Cancel.

Name	Item Count	Create Order From Template	Edit	Delete
Deb's often required protocol items	2	Create	Edit	Delete
Deb's offtion used office supplies	7	Create	Edit	Delete

[Create New](#)

To create a new template, select "Create New". An additional template shows up in the window (see below). Now select Edit for that template.

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Distribution Centre — Victoria Ministry of Management Services

View Shopping Cart
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3.3.4 Prov Criminal Court
 3.3.5 Prov Family Court
 3.3.6 Prov Juvenile Court
 3.3.7 Prov Small Claim New
 3.3.8 Prov Small Claim Old
 3.3.9 Prov Traffic Court
 3.3.10 Report & Record
 3.3.11 Sheriffs
 3.3.12 Supreme Crt of BC
 3.3.13 Crown Counsel Forms
 3.4 Min of Water Land & Air Protection
 3.4.1 Hazardous Waste Forms
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 3.10.1 Forest Practices
 3.10.2 Forest Fin/Admin

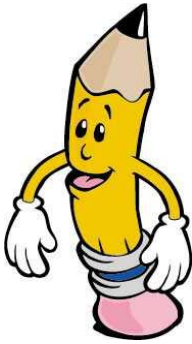
Current Templates

To create a new template, click **Create New**. To add items to the new template, click **Edit**.
 To edit an existing template, click **Edit**.
 To submit an order using an existing template, click **Create** in the **Create Order From Template** column.

To permanently remove a template, click **Delete**. You will be prompted to confirm the deletion. To delete the template, click OK. To cancel the deletion, click Cancel.

Name	Item Count	Create Order From Template	Edit	Delete
Deb's often required protocol items	2	Create	Edit	Delete
Deb's offtion used office supplies	7	Create	Edit	Delete
Please change template title before saving (maximum 80 characters)	0	Create	Edit	Delete

Select Edit



Users are taken to the order screen, but instead of creating an order, items are added to the template.

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View Shopping Cart
 Add By Item Search
 Restore Previous Cart
 Templates

Add By Item Number to Template

Please fill in the table with Item Numbers and Quantity.
 Use the TAB key to tab between fields.
 When you are done, click:

Item Number
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

3.3.4 Prov Criminal Court
 3.3.5 Prov Family Court
 3.3.6 Prov Juvenile Court
 3.3.7 Prov Small Claim New
 3.3.8 Prov Small Claim Old
 3.3.9 Prov Traffic Court
 3.3.10 Report & Record
 3.3.11 Sheriffs
 3.3.12 Supreme Crt of BC
 3.3.13 Crown Counsel Forms
3.4 Min of Water Land & Air Protection
 3.4.1 Hazardous Waste Forms
3.5 Child & Family Suppt
3.6 MHR forms
3.8 Liquor Distribution
3.9 BC Gaming
3.10 Forests
 3.10.1 Forest Practices
 3.10.2 Forest Fin/Admin

As you browse or search for an item to add to the template, you are given the option of adding the product.

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View Shopping Cart
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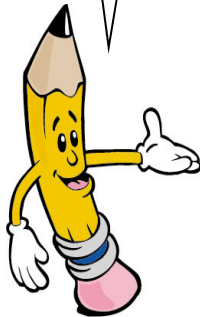
2.6.1.3 Coin Envelopes

Item #	Description	Stock	Price		Add To Template
7530123001	ENVELOPES, KRAFT, COIN, #2, OPEN END, 2.5" X 4.75", (3077), 1000/BOX		34.55 BOX		<input type="checkbox"/>
7530123002	ENVELOPES, KRAFT, COIN, #5.5, OPEN END, 3" X 4.5", (3078), 1000/BOX		34.75 BOX		<input checked="" type="checkbox"/>
7530123003	ENVELOPES, KRAFT, COIN, #6, OPEN END, 3.5" X 6", (3079), 1000/BOX		38.25 BOX		<input type="checkbox"/>

2.6.1 Envelopes
 2.6.1.1 Standard Envelopes
 2.6.1.2 Interdept Envelopes
 2.6.1.3 Coin Envelopes
 2.6.2 Special Envelopes
 2.6.3 Shipping Bags
 2.6.4 Kraft Wrapping Paper
 2.6.5 Cartons & Mail Tubes
 2.6.6 Diskette Mailers
 2.6.7 Shipping Tags
 2.6.8 Twine
 2.6.9 Misc Shipping Supply
2.7 Hardware
 2.7.1 Misc Cleaning Supply
 2.7.2 Hardware Products
2.8 Office Equip. Supply
 2.8.1 Disk/Data Cart. Supp
 2.8.2 Dictation Supplies
 2.8.3 Videocassette Tapes
 2.8.5 Printer Ribbons

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Please don't put dated products like calendars and diaries in your template as they (and their item #) change every year.



Each time you tick an item and select “Add To Template”, the cart displays the templates current contents. Once the desired items are added to your template, select save and assign a title. Template items may also be sorted by item number or alphabetically.

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View Shopping Cart
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2.6.1 Envelopes

- [2.6.1.1 Standard Envelopes](#)
- [2.6.1.2 Interdept Envelopes](#)
- [2.6.1.3 Coin Envelopes](#)
- [2.6.2 Special Envelopes](#)
- [2.6.3 Shipping Bags](#)
- [2.6.4 Kraft Wrapping Paper](#)
- [2.6.5 Cartons & Mail Tubes](#)
- [2.6.6 Diskette Mailers](#)
- [2.6.7 Shipping Tags](#)
- [2.6.8 Twine](#)
- [2.6.9 Misc Shipping Supply](#)

2.7 Hardware

- [2.7.1 Misc Cleaning Supply](#)
- [2.7.2 Hardware Products](#)

2.8 Office Equip. Supply

- [2.8.1 Disk/Data Cart. Supp](#)
- [2.8.2 Dictation Supplies](#)
- [2.8.3 Videocassette Tapes](#)
- [2.8.5 Printer Ribbons](#)

Current Template

- To change the title, enter new text and click **Save**.
- To delete a product, check the appropriate checkbox in the **Delete** column and click **Save**.
- To create a new template, click **Create New**.
- To permanently remove a template, click **Delete**. You will be prompted to confirm the deletion. To delete the template, click OK. To cancel the deletion, click Cancel.
- To return to the list of all templates, click **Templates List**.

Save Delete Create New Templates List

Title: Please change template title before saving (maximum 80 characters)

Product #	Product	STOB	U
7530123002	ENVELOPES, KRAFT, COIN, #3.5, OPEN END, 3" X 4.5", (3078), 1000/BOX		

Save Delete Create New Templates List

CREATING AN ORDER FROM A TEMPLATE

Once you have created a template, cart users may create active orders. From the template screen, identify the desired template and click the Create button.

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2.6.1 Envelopes

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- [2.6.1.2 Interdept Envelopes](#)
- [2.6.1.3 Coin Envelopes](#)
- [2.6.2 Special Envelopes](#)
- [2.6.3 Shipping Bags](#)
- [2.6.4 Kraft Wrapping Paper](#)
- [2.6.5 Cartons & Mail Tubes](#)
- [2.6.6 Diskette Mailers](#)
- [2.6.7 Shipping Tags](#)
- [2.6.8 Twine](#)
- [2.6.9 Misc Shipping Supply](#)

2.7 Hardware

- [2.7.1 Misc Cleaning Supply](#)
- [2.7.2 Hardware Products](#)

2.8 Office Equip. Supply

- [2.8.1 Disk/Data Cart. Supp](#)
- [2.8.2 Dictation Supplies](#)
- [2.8.3 Videocassette Tapes](#)
- [2.8.5 Printer Ribbons](#)

Current Templates

To create a new template, click **Create New**. To add items to the new template, click **Edit**.
 To edit an existing template, click **Edit**.
 To submit an order using an existing template, click **Create** in the **Create Order From Template** column.

To permanently remove a template, click **Delete**. You will be prompted to confirm the deletion.
 To delete the template, click OK. To cancel the deletion, click Cancel.

Name	Item Count	Create Order From Template	Edit	Delete
Deb's often required protocol items	2	Create	Edit	Delete
Deb's oftion used office supplies	7	Create	Edit	Delete
Envelopes	1	Create	Edit	Delete

You are shown all current template contents. Simply fill in the quantity field for any desired items and click the “**Modify Order**” button.



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- 2.6.3 Shipping Bags
- 2.6.4 Kraft Wrapping Paper
- 2.6.5 Cartons & Mail Tubes
- 2.6.6 Diskette Mailers
- 2.6.7 Shipping Tags
- 2.6.8 Twine
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- 2.8.3 Videocassette Tapes
- 2.8.5 Printer Ribbons

Your Order Currently Contains:

Title: Deb's often used office supplies

Product #	Product	Stob	Qty	Unit Price	Total
7510481011	POST-IT NOTE, 3M OR EQUAL, 4" X 6, "YELLOW, RULED, 100 SH/PD		<input type="text" value="4"/>	\$1.25	\$0.00
7520603073	PEN, ROLLING WRITER, PILOT, HI-TECH EXTRA FINE, PURPLE, EA		<input type="text" value="0"/>	\$1.63	\$0.00
7520603074	PEN, ROLLING WRITER, PILOT, HI-TECH EXTRA FINE, PINK, EA		<input type="text" value="7"/>	\$1.63	\$0.00
7520603075	PEN, ROLLING WRITER, PILOT, HI-TECH EXTRA FINE, TURQUOISE, EA		<input type="text" value="0"/>	\$1.63	\$0.00
7530561002	PAD, RULED, CANARY, 8.5" X 11, "5/PK (0478)		<input type="text" value="12"/>	\$0.92	\$0.00
7530562003	PAD, "THINGS TO DO", WHITE, 8.5" X 11", 100 SH/PD		<input type="text" value="2"/>	\$4.50	\$0.00
7530641014	PAPER, COPY, 8.5" X 11", WHITE, 20 LB BOND, "GENERIC", NON-BRAND SPECIFIC, 500/PK		<input type="text" value="100"/>	\$3.29	\$0.00
Total amount for this order *					\$0.00

Remember to click on **Modify Order** after you make any changes

The system will then display the orders contents. Additional items may be added by browsing through the categories, using the search function or adding by item.

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2.6.1 Envelopes

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- 2.6.4 Kraft Wrapping Paper
- 2.6.5 Cartons & Mail Tubes
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Your Order Currently Contains:

Title: Deb's often used office supplies

Product #	Product	Stob	Qty	Unit Price	Total
7510481011	POST-IT NOTE, 3M OR EQUAL, 4" X 6, "YELLOW, RULED, 100 SH/PD		<input type="text" value="4"/>	\$1.25	\$5.00
7520603074	PEN, ROLLING WRITER, PILOT, HI-TECH EXTRA FINE, PINK, EA		<input type="text" value="7"/>	\$1.63	\$11.41
7530561002	PAD, RULED, CANARY, 8.5" X 11, "5/PK (0478)		<input type="text" value="12"/>	\$0.92	\$11.04
7530562003	PAD, "THINGS TO DO", WHITE, 8.5" X 11", 100 SH/PD		<input type="text" value="2"/>	\$4.50	\$9.00
7530641014	PAPER, COPY, 8.5" X 11", WHITE, 20 LB BOND, "GENERIC", NON-BRAND SPECIFIC, 500/PK		<input type="text" value="100"/>	\$3.29	\$329.00
Total amount for this order *					\$365.45

Remember to click on **Modify Order** after you make any changes

- To change a quantity or Employee code, modify it then click **Modify Order**.
- To delete a product, make the quantity 0 then click **Modify Order**.
- To change the title, enter new text and click **Modify Order**.

SUBMITTING AN ORDER

Once all selections are made and added to the order the user is ready for check out. Click on the **“Complete Requisition”** button.

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Product#	Product	Unit	Qty	Price	Total
7510481011	POST-IT NOTE, 3M OR EQUAL, 4" X 6", "YELLOW, RULED, 100 SH/PD		4	\$1.25	\$5.00
7520603074	PEN, ROLLING WRITER, PILOT, HI-TECH EXTRA FINE, PINK, EA		7	\$1.63	\$11.41
7530561002	PAD, RULED, CANARY, 8.5" X 11", 5/PK (0478)		12	\$0.92	\$11.04
7530562003	PAD, "THINGS TO DO", WHITE, 8.5" X 11", 100 SH/PD		2	\$4.50	\$9.00
7530641014	PAPER, COPY, 8.5" X 11", WHITE, 20 LB BOND, "GENERIC", NON-BRAND SPECIFIC, 500/PK		100	\$3.29	\$329.00

Total amount for this order * **\$365.45**

Remember to click on **Modify Order** after you make any changes

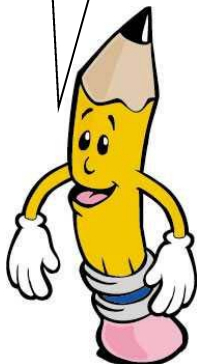
- To change a quantity or Employee code, modify it then click **Modify Order**.
- To delete a product, make the quantity 0 then click **Modify Order**.
- To change the title, enter new text and click **Modify Order**.

Order By Item Cancel Order
Complete Requisition ←

Note: Clicking the button below will let you restore your current cart

The user is presented with the Complete Requisition screen. The Customer Reference Number must be unique, but may be changed by the user. There is an added feature of making a note to a spending authority who will receive this in the e-mail confirmation text (this is not seen by DCV staff as your order comes right in to our system for processing so please do not use it for putting in things like delivery instructions). Once completed, click **Continue**.

When you are entering your account coding make sure that you use the appropriate "O" for your coding (either the letter O or the number zero).



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 2.1 Featured Products
 2.1.3 Protocol Giftware
 2.1.4 Pins & Flags
 2.2 Paper Supplies
 2.2.1 Copy/Bond/Laser Papers
 2.2.1.1 Multipurpose 8.5 x 11"
 2.2.1.2 Multipurpose 8.5 x 14"
 2.2.1.3 Multipurpose 11 x 17"
 2.2.1.4 Laser or Inkjet 8.5 x 11"
 2.2.1.5 Laser or Inkjet 8.5 x 14"
 2.2.1.6 Laser or Inkjet 11 x 17"

Please note: Fields marked with * indicate a required field.

Vote (Optional)
 Fiscal Year* 2005 (e.g. 2005)
 Client* 067
 Responsibility* 32p01
 Service Line* 35018
 STOB* 6508
 Project* 3200000

Customer Number 38679
 Postal Code v8w 9v7
 Spending Authority Email debbie.owen@gems1.gov.bc.ca

Notes To Spending Authority

The next screen will verify order and account information prior to submission to the Spending Authority.



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[2.2.1.5 Laser or Inkjet 8.5 x 14"](#)
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2. Submit Order Now

Product #	Product	Stob	Qty	Unit Price	Total
7510481011	POST-IT NOTE, 3M OREQUAL, 4" X 6,"YELLOW, RULED, 100 SH/PD		4	\$1.25	\$5.00
7520603074	PEN, ROLLING WRITER, PILOT, HI-TECH EXTRA FINE, PINK, EA		7	\$1.63	\$11.41
7530561002	PAD, RULED, CANARY, 8.5" X 11,"5/PK (0478)		12	\$0.92	\$11.04
7530562003	PAD, "THINGS TO DO", WHITE, 8.5" X 11", 100 SH/PD		2	\$4.50	\$9.00
7530641014	PAPER, COPY, 8.5" X 11", WHITE, 20 LB BOND, "GENERIC", NON-BRAND SPECIFIC, 500/PK		100	\$3.29	\$329.00
Total Amount For This Order					\$365.45

Your Name: Deb Owen
Your Phone Number: 250-952-4463
Your E-mail Address: debbie.owen@gems1.gov.bc.ca
Customer Reference No.: 040531141837

Responsibility: 32p01
Service Line: 35018
STOB: 6508
Project: 3200000

SHIP TO:
Customer Number: 38679
DISTRIBUTION CENTRE - VICTORIA

Address: 742 VANALMAN AVE
PO BOX 9455 STN PROV GOVT
City: VICTORIA
Province: BC
Postal Code: V8W 9V7

Customer Cost Centre:
Email recipient: debbie.owen@gems1.gov.bc.ca

This will submit your on-line order now.

Click Submit Order Now to send the order to the registered Spending Authority for approval. The user will receive email confirmation once the order has been forwarded by the Spending Authority. If the order was created by a Spending Authority, the order will be processed directly.

Feel free to call us at 250.952.4460 if you have any questions at all. We will be happy to assist you.



OPC SHOPPING CART FAQs

My Spending Authority is away and I really need to order paper, how do I do that?

You can print your order off and fax it to the Office Products Center at 250 952-4442. We will be happy to enter your order manually from our end. We realize these things happen from time to time and it is our role to get you what you need when you need it.

How do I know what the unit of issue is?

The unit of issue is to the right of the price (in the price box). Any information in the description is for information only. Example: In the description for a pen it may say 12/pak but the unit of issue could be "each" or "pak".

How do I add to my order once I have sent it to my Spending Authority?

First, don't let your Spending Authority forward the order on to us. After that, you would have to create a new order for the additional items you need. If your Spending Authority has not forwarded the order then log in to the cart and click on "enter the store and re-store your previous shopping cart". Then click on "view shopping cart" in the top right hand corner. You should see your previous order there. You can continue ordering and adding on to this order.

Can I change the delivery address to my order?

The delivery address is related to your customer number. If your office is moving, please contact our Customer Service Team at 250 952-4460 and we will update the address for your customer number. If you wish to send an order to another government office but pay for it yourself, you can do so by using their customer number and putting in your account coding at the end. If you want to send an order to an address that is not part of government you would have to fax us the order so we can over ride the system. The reason for this is to protect you. No one can order something using your customer number without it going to you. If that happened you would know there was a problem if you received something you didn't order.

When I order large quantities of paper (over 100 paks) how come I don't see the price change?

The shopping cart doesn't have the ability to show multiple priced for the same item. You will notice that when you get your confirmation back that the price has been adjusted to reflect the bulk discount.

How can I get my order upgraded to RUSH?

All electronic orders are treated as a RUSH, however, if you want to ensure that you get your order either the same day or next day you can call OPC Customer Service at 250 952-4460 with the order number from your confirmation.

How often is the shopping cart updated?

Presently, the shopping cart is updated nightly.