

AMOP User Manual

1. Login with BCeID

For BPS users who use the system for the first time, you will need to login using your BCeID

The screenshot shows the login page for amop.gov.bc.ca. At the top, there is a dark blue header with the British Columbia logo and the text "Log in to amop.gov.bc.ca". Below this, the main login area is divided into two sections. On the left, there is a "Log in with BCeID" section with a blue header. It contains a "User ID" field with the instruction "Use a Business BCeID", a "Password" field, a "Continue" button, and a link for "Forgot your user ID or password?". On the right, there is an "Or log in with:" section with a "Log in with IDIR" button. Below that, there is a "Need help?" section with a link to "Contact the BCeID Help Desk". At the bottom left, there is a "No account?" section with a link to "Register for a BCeID".

After your BCeID is authenticated, you will be redirected to AMOP login page and enter your SALAD expense authority (EA) user accounts. If the second login is valid, you will gain access to AMOP system and an order list will be displayed (section 3). However this second authentication is not required in your future sign in process.

Logon

[Cheuk Pang, AMOP requires you to logon.](#)

Expense Authority Name:

Password:

Logon

Contact Details

PDC

2370 United Blvd
Coquitlam, BC
V3K 6A3

Phone:
604 927-2000

Fax:

DCV

Phone:
250 952-4460

Toll Free:
1 800 282-7955

Open School BC

PO Box 9163 Stn Prov Govt
Victoria, BC
V8W 9H4

Phone:
250 356-2820(Victoria)

Toll Free:
1 888 883-4766 (in BC)

Crown Publications

563 Superior Street
Victoria, BC
V8V 1T7

Phone:
250 387-6409

Toll Free:
1 800 663-6105 (in North

In the case that the system has more than one emails associated with your SALAD EA account, the system will ask you to enter the email specified during the ordering process . Once the email is entered, you will see the order list (section 2).

Logon

Please enter your email address:

Logon

Contact Details

PDC

2370 United Blvd
Coquitlam, BC
V3K 6A3

Phone:
604 927-2000

Fax:
604 927-2025

Email:
PDCCustomerSer@gov.bc.ca

DCV

Phone:
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Toll Free:
1 800 282-7955

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250 952-4431

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Crown Publications

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250 387-6409

Toll Free:
1 800 663-6105 (in North
America)

Fax:
250 387-1120

Email:

2. View order list

Once logged into the application using your BCeID, you will see a list of orders pending to your approval. At the top of the list, you can see the numbers of pending orders, approved orders, and rejected orders. You can switch among the three lists by clicking on the numbered tab. From the order list page, you can perform a quick approval (section 3) or go to an order details page by clicking on the order image or the title link (section 4).

The screenshot displays the 'AMOP Order Approval' interface. At the top, there is a navigation bar with the British Columbia logo on the left and 'AMOP Order Approval' in the center. On the right side of the navigation bar, there are links for 'Help' and 'Co'. Below the navigation bar, there are three tabs: 'Order Listing', 'Pending 2', and 'Rejected 2'. The 'Pending 2' tab is highlighted with a red box. Below the tabs, there are two order entries. Each entry consists of an image on the left, a title and description on the right, and an 'Approve' button on the far right. The first order entry has a title '2017-Feb-02:09:50:56:104491:Gary Sun' and a subtotal of \$230.20. The second order entry has a title '2017-Feb-02:09:50:08:38679:Natasha Bansal' and a subtotal of \$37.02. Red boxes highlight the 'Approve' button for the first order, the title link for the first order, and the image for the first order. A tooltip for the first order's title link reads 'Clicking the title link will take you to the order details page'. A tooltip for the first order's image reads 'Clicking the image will take you to the order details page'. A 'Quick approval' label is located below the 'Approve' button for the first order.

3. Approve an order from the order list page

To approve an order from the order list page, click on the Approve button beside the order. Once this is done, the system will move the order from your pending order list to approved order list, and update the numbers of the two lists accordingly.

4. View order details

From the order list page, you can navigate to an order details page by clicking on the order image or the title link. At the bottom of the order details page, you can re-assign the order to another EA to approve (section 5), approve the order (section 6), reject the order (section 7), or click on the Next button to go to the next pending order.

Order Detail

Customer Reference Number: 20172115472274
 Subtotal: 96.98
 Shipping: 0.00
 GST/HST: 0.00
 PST: 0.00
 Total amount for this order: 96.98

Material ID	Description	QTY	Price(\$)
6532870105	INCONT TENA BRIEF CLASSIC PLUS LG 72/CS	2	48.49

Notes from EA: Reassign to Another EA

Approve ➔ NEXT

5. Re-assign an order

To re-assign an order to another EA, click on the Reassign to Another EA button on the order details page. The system will ask you to enter the email of the new EA

Order Detail

Customer Reference Number: 20172294110527
 Subtotal: 109.60
 Shipping: 0.00
 GST/HST: 0.00
 PST: 0.00
 Total amount for this order: 109.60

Material ID	Description	QTY	Price(\$)
6532870110	Diaper - Cloth - Babykins	4	27.40

Reassign Order

*EA Email:

*Confirm EA Email:

OK

Once you enter the new EA's email and click on the OK button, the system will display a confirmation message and remove the order from your pending order list. The new EA will get an email notification about the re-assignment, and he/she will see the order appears on his/her pending order list. The new EA can approve, reject, and re-assign the order following the same steps as described in this manual.

Order Detail

Customer Reference Number: 20172294110527
 Subtotal: 109.60
 Shipping: 0.00
 GST/HST: 0.00
 PST: 0.00
 Total amount for this order: 109.60

Material ID	Description	QTY	Price(\$)
6532870110	Diaper - Cloth - Babykins	4	27.40

Order is reassigned to EA: gary.sun@gov.bc.ca.

If you enter an invalid email address, the system will display the following error message.

Order Detail

Customer Reference Number: 20172294110527
 Subtotal: 109.60
 Shipping: 0.00
 GST/HST: 0.00
 PST: 0.00
 Total amount for this order: 109.60

Material ID	Description	QTY	Price(\$)
6532870110	Diaper - Cloth - Babykins	4	27.40

Reassign Order

*EA Email:

Please enter a valid email address.

*Confirm EA Email:

If you enter the email address of a person who is not an EA, the system will display the following error message.

Order Detail

Customer Reference Number: 20172294110527
 Subtotal: 109.60
 Shipping: 0.00
 GST/HST: 0.00
 PST: 0.00
 Total amount for this order: 109.60

Material ID	Description	QTY	Price(\$)
6532870110	Diaper - Cloth - Babykins	4	27.40

Reassign Order

*EA Email:

Please check expense authority's email.

*Confirm EA Email:

6. Approve an order from the order details page

To approve an order from the order details page, click on the Approve button at the bottom of the page. You can put some notes before you approve the order. Once this is done, the system will display a confirmation message, move the order from your pending order list to approved order list, and update the numbers of the two lists accordingly. The person who created the order will get an email notification about the approved order.

Order Detail

Customer Reference Number: 20172115472274
 Subtotal: 96.98
 Shipping: 0.00
 GST/HST: 0.00
 PST: 0.00
 Total amount for this order: 96.98

Material ID	Description	QTY	Price(\$)
6532870105	INCONT TENA BRIEF CLASSIC PLUS LG 72/CS	2	48.49

Notes from EA:

Order is approved.

7. Reject an order from the order details page

To reject an order from the order details page, click on the Reject button at the bottom of the page. You can put some notes before you reject the order. Once this is done, the system move the order from

your pending order list to rejected order list, and update the numbers of the two lists accordingly. The person who created the order will get an email notification about the rejected order.

Order Detail

Customer Reference Number: 201721154030470
Subtotal: 62.38
Shipping: 0.00
GST/HST: 0.00
PST: 0.00
Total amount for this order: 62.38

Material ID	Description	QTY	Price(\$)
6532870020	INCONT ATTEND BRF LRG 18/PAK	2	31.19

Notes from EA:
The order is rejected due to wrong purchase.

Order is rejected.

← PREV NEXT →