

BC Cannabis Direct Delivery Program

Registration Overview and Key Responsibility Checklist

* Please review the program details on the Direct Delivery Supplier Website for a comprehensive list of details and requirements

Step	Details	Responsible
	Review program details on the Direct Delivery Supplier Website: https://www.bcldbcannabisupdates.com/bcldb-cannabis-direct-delivery	Cultivator & Licensed Producer (processor)
	Complete Cultivator Registration Form (Provide cultivator production, site, and ownership details) and send to BCLDB for review via regemail@bcldb.com	Cultivator
	Make business arrangements for a Licensed Producer to perform the business activities required to support direct delivery of products (if you do not have a processing license and are planning to sell cannabis products other than plants and seeds)	Cultivator
	Review and sign the Supply Agreement for Non-Medical Cannabis and send to the BCLDB along with Vendor Registration forms to cannabis.vendor@bcldb.com	Licensed Producer (processor)
	Submit product registration forms identifying the distribution method as direct delivery to cannabis.vendor@bcldb.com	Licensed Producer (processor)
	Confirm successful registration and product (sku) activation for direct delivery	BCLDB to Licensed Producer (processor)
	Offer activated direct delivery products (skus) for sale to licensed cannabis retailers at the registered BCLDB wholesale price	Licensed Producer (processor)
	Continue to maintain product attributes and pricing for all active skus	Licensed Producer (processor)
	Perform financial transactions and delivery/ returns with cannabis retailers for approved direct delivery products	Licensed Producer (processor)
	Upload weekly sales reporting to the BCLDB [cannabisreporting@bcldb.com]	Licensed Producer (processor)
	Collect fees, taxes, and markup for direct delivery sales by Pre-Authorized Debit (PAD)	BCLDB