

Subject: LDB Direct Delivery Program update: Important changes to your submissions

To: Licensed producers participating in cannabis direct delivery

Please be advised that the BC Liquor Distribution Branch (LDB) is making updates to the reporting submission process for the cannabis direct delivery program. These updates are aimed at streamlining the sales submission process for licensed producers. The first phase of the updates will be introduced on **March 26, 2023**. Please see below for several important updates that may require changes to how you currently submit sales information to the LDB.

Submitting sales for multiple retailers on one file to LDB

The ability to submit sales transactions for multiple retailers on one file was introduced several months ago. This is still possible after the upcoming update. However, there are a few important things to note in the information below.

Vendor Reference Number must be the same for each line on the file

As of March 26, 2023, the LDB system will not allow different Vendor Reference Numbers to be submitted on the same file. Each line of the file must have the same Vendor Reference Number to pass validation, even if you are submitting sales for multiple retailers on one file. Please remember that the vendor reference number you use must be new (i.e., it must not have been submitted on previous sales or return files) and must be 6-12 alphanumeric characters in length.

New Remittance Summary Report replaces the remittance invoices

A new Remittance Summary Report will replace the remittance invoices you have received in the past. It will provide the detailed information of the sales you submitted and consolidates all sales transactions submitted on the same file. Please note that if you would still prefer to receive one remittance per order then you will need to send separate sales files for each retailer order.

Validation error messaging for sales submissions

Notification of validation errors for your sales submission will now be included in the remittance summary report and related email.

If there are any validation errors in your sales submission:

- The email subject line in the email containing the remittance summary report will call out that there are validation errors.

- The email content in the email containing the remittance summary report will list the lines which contain errors and the nature of the error.
- The Remittance Summary Report itself will contain a section which identifies lines containing validation errors.
- **Only lines with validation errors should be resubmitted.** Do not resubmit the entire file if some lines were successful. Any lines which were successfully processed should **not** be included in the corrected data re-submission otherwise they will be processed again.
- **When resubmitting corrected data, you must use a new file name and a new vendor reference number to pass validation.**

Current updates limited to sales submissions only

The updates deployed on **March 26, 2023**, are related to sales submissions only. Updates to the returns submission process are anticipated for later this year and details will be announced prior to deployment.

More details in the Direct Delivery User Manual

A more detailed summary of direct delivery reports and processes can be found in the User Manual posted on the Direct Delivery Program supplier website at <https://www.bcldbcbannabisupdates.com/bcldb-cannabis-direct-delivery>, under the 'General Information and Instructions' section.