



LIQUOR DISTRIBUTION BRANCH

Cannabis Vendor Relations team
British Columbia Liquor Distribution Branch
cannabis.vendor@bcldb.com

Dear Licensed Producer,

Congratulations on being selected as one of the Province's wholesale suppliers of recreational cannabis. We look forward to working with you as we take the next steps together in this developing industry.

NOTE: Product registration is only open to licensed producers and products that have been selected for BC wholesale assortment.

Submission checklist

Please refer to Check list below for your Vendor and Product registration with BCLDB:

(A) Vendor Registration:

- **Updated Health Canada License.** *Proven License in compliance with approved product assortment categories and sites.*
- **Updated CRA license.** *Issuance of Cannabis License under the Excise Act; Each HC license site should have a corresponding issued CRA license.*
- **Recreational Cannabis Vendor registration form:** *Summary of Vendor's company profile*
- **Direct Deposit Form.** *Data used to setup payment via electronic funds transfer (EFT) to your bank account.*
- **Signed Licensed Producer Supplies Agreement.** *Contractual agreement with BCLDB*
- **LOA (Letter of Authorization).** *If the 3rd party agency other than the License producer being involved in registration submission and data update with BCLDB.*

(B) Product Registration:

- **BCLDB Attribute File** – *Consolidated Excel file with all new product offering details.*
- **Barcode images** - *(PDF format for both unit and case barcodes)*
- **Product images** - *Conforming to BCLDB's photographic guidelines*

Submission instructions

Complete each submission using these instructions.

1. Signed Licensed Producer Supply Agreement

This is the agreement between the Licensed Producer and the BCLDB. Please ensure it has been signed and returned via email to cannabis.vendor@bcldb.com.

The Province will return a fully executed copy to you. Registrations will not be completed without receipt of the signed Licensed Producer Supply Agreement.

2. Recreational cannabis vendor registration form and supporting documents (Health Canada and CRA license)

- **Access and complete this form:** [Recreational Cannabis Vendor Registration Form 2020.pdf](#)
You can enter information for two sites in the main form. If you have more than two sites and associated Health Canada licenses, please complete and include additional forms available in the appendix.
- **Include scanned copies of CRA excise license and Health Canada license(s).**

File naming: Save the form(s) and supporting document scans as follows:

<LPName_VendorReg_DDMMYYYY>

<LPName_HC LIC_DDMMYYYY>

<LPName_CRA_DDMMYYYY>

Submission: Email to cannabis.vendor@bcldb.com

3. Direct Deposit Application

- **Access and complete this form:** [Direct deposit application form](#).
- Accurately complete part 1 – supplier information.
 - Please leave the vendor number field blank.
- Accurately complete part 2 – banking / financial institution information
 - Attach a scan of a void cheque (recommended) OR have your financial institution validate the accuracy of the information for EFT remittance purposes. Proof of validation in the form of a stamp and signature from the financial institution are required in the absence of a void cheque.
- Part 3 – Instruction and Authorization
 - Check the box for 'INITIATE Direct Deposit Payments to the above account'.
- Have an authorized vendor representative sign and date the form.

File naming: Scan and save this form as <LPName_DD_EFT_DDMMYYYY>

Submission: Email to cannabis.vendor@bcldb.com

4. BCLDB Product Attribute File

- **Access and complete this form:** [Cannabis All Categories BCLDB Attribute File v2.3.xlsx](#)
 - **Complete a row for each product that is being registered.**
 - Pricing is required at the inner pack/master pack (case) level and is consist with the prices agreed with Category managers on product assortment.
 - Use the appropriate template for product registration of each corresponding categories and make sure Key attributes (mandatory fields) are filled up.

Description and accolade guidelines:

- Content should not contain medical claims
- Do not use slang or offensive language
- Content should be written in a style that appeals to adults (not minors)

NOTE: BCLDB will reject content that fails to comply with guidelines and product registration will not be completed.

File naming: Save and submit this form as <LPname_BCLDB_Attributes_DDMMYYYY> in an Excel readable file format.

Submission: Email to cannabis.vendor@bcldb.com

5. Barcode Images

Please refer to Supply Chain Requirement guideline and barcode examples for details.
[BCLDB Supply Chain Requirements Cannabis June 08 2020.pdf](#)

Submission: Email to cannabis.vendor@bcldb.com ; Vendor can also upload the Barcode images via the SFTP link if the images files size are too big to email.

6. Product images (to BCLDB specifications) of each product being registered

Image specifications

Images should accurately reflect actual product and packaging. Specifications for product images are here: [Photographic Guidelines Cannabis Nov2019.pdf](#)

Note the specific instructions for the product sub-categories, including:

- Flower
- Pre-roll
- Seeds
- Extracts and Concentrates (oil/ Capsules, Cartridge, Vapes, Hash, Shatter and others)
- Edibles
- Topical

NOTE: BCLDB will not make any changes or edits to submitted content and may reject photography that fails to comply with guidelines.

- Images should accurately reflect actual product and packaging
- Images should be in the format, resolution and naming convention as shown in the guidelines

File naming: Save images with file names as outlined here: [BCLDB Photographic naming and saving instructions](#).

Submission: Upload the product images conforming to BCLDB's photographic guidelines via the SFTP Link. Each registered vendor should have its own SFTP link and password. Please contact Vender team (cannabis.vendor@bcldb.com) for details if needed.

❖ Questions

Please direct all queries to cannabis.vendor@bcldb.com.

Prior to making your submission, please use the checklist on the first page. Carefully review all instructions, ensure you've met all specifications and requirements and that the submissions are complete.

Last Update: July, 2020