Job Aid - How to do business with the BCLDB Cannabis Operations (for new LP)

1. Fill up the following 2 document and email to Cannabis.Products@bcldb.com for preliminary product call review by the Cannabis Category Managers (BCCS or Wholesale)

     Available Inventory Template
     Vendor Questionnaire

2. Once the Category manager (BCCS or Wholesale) approve the Products, next steps would be to contact Vender Relation team (cannabis.vendor@bcldb.com) for product registration in BCLDB's system.
    <mark>Product Registration Requirements:</mark>

    a) BCLDB Attribute File – consolidated Excel file with all new product offerings
    b) Barcode images (PDF format) for both retail unit and case Barcodes
    c) Product images conforming to BCLDB's photographic guidelines

    - Submit a) & b) to cannabis.vendor@bcldb.com
         Cannabis_All_Categories_BCLDB_Attribute_File_v2
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    - Reference the BCLDB Supply Chain requirement for Barcode standards and examples
         BCLDB_Supply_Chain_Requirements_Cannabis_Oct2019
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    - For c) reference the Photographic guideline and upload the product images via the SFTP link provided by Vendor team. Contact cannabis.vendor@bcldb.com for SFP link issue.
         Photographic_Guidelines_Cannabis_Nov2019
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3. For all new registered product, Barcode images for both unit and case need to be tested by DC to ensure they can be scanned successfully before cutting new PO.
4. Once Barcodes approved then Cannabis Demand Team will cut the PO
    a. Contact Cannabis.Demand@bcldb.com for PO & RTV inquiries.
5. Once PO being issued, contact BCLDB warehouse to book appointment for shipment/delivery Fill up the RDC PO Appointment Request and Email to RDCLogistics@bcldb.com

** All mentioned document/template/guidelines can be found under the portal Link below:

https://www.bcldbcannabisupdates.com/bcldb-cannabis-supplier-information
Password: Cannabissupplier123