LIQUOR DISTRIBUTION BRANCH

Direct Delivery Program User Manual

Revised: July 9, 2023

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Registering as a direct delivery supplier

If you are a cultivator or processor that would like to participate in the BC Liquor Distribution Branch's (LDB) direct delivery program, please consult our direct delivery supplier webpage for the program details:

https://www.bcldbcannabisupdates.com/bcldb-cannabis-direct-delivery

Eligible cultivators can find the required registration forms in the Cultivator Registration section.

Licensed producers eligible to transact direct delivery sales can find the required producer supply agreement and other licensed producer registration forms in the Licensed Producer sections of the direct delivery supplier webpage.

Registering products in direct delivery program

Products must be registered for the direct delivery program with the LDB and activated for the direct delivery program before they can be sold via direct delivery in British Columbia.

Once both the cultivator and licensed producer transacting the sale are registered with the LDB, the licensed producer will need to submit a product registration application for the requested direct delivered product. Please consult the product registration section of our direct delivery supplier webpage for the form and details. A fillable direct delivery product registration form (attribute file) is available in the Licensed Producer Product Registration section.

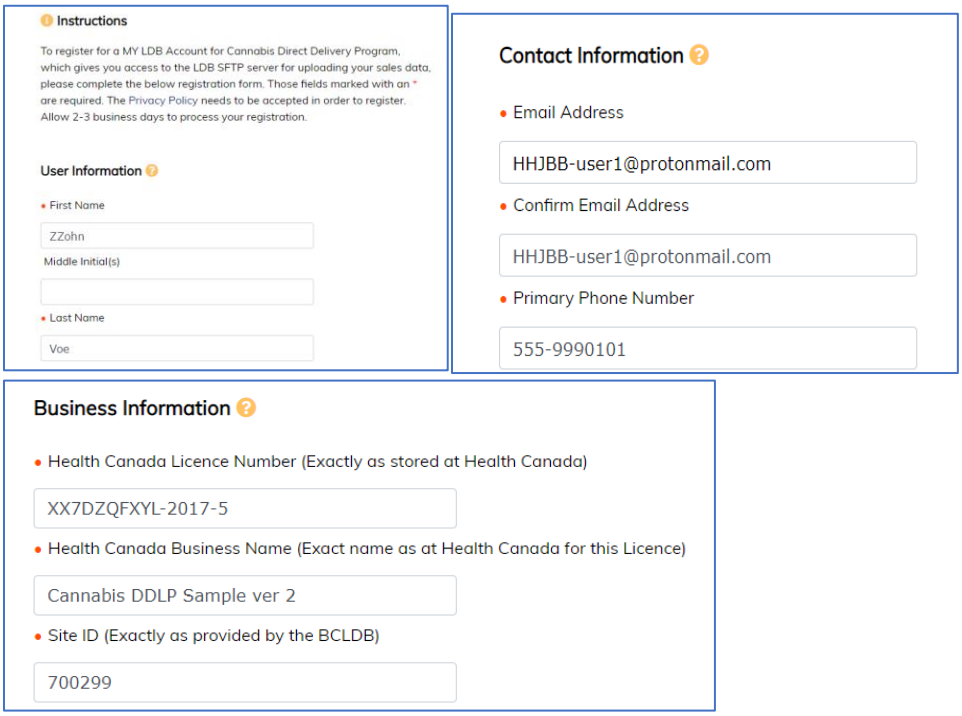
https://www.bcldbcannabisupdates.com/bcldb-cannabis-direct-delivery

Activating the SFTP website and managing users

Access to an SFTP site is required for the direct delivery licensed producers (DDLP) to report sales and returns to the LDB. You will be invited to access the direct delivery SFTP site by the LDB Vendor Relations team (cannabis.vendor@bcldb.com) during the initial vendor registration process for direct delivery. The direct delivery SFTP website an identity and access management (IAM) solution for security purposes. DDLPs who are new to the IAM solution will need to register for an IAM account before logging into the SFTP website. Existing IAM users will only need to activate their SFTP site for direct delivery. See an overview of the steps below.

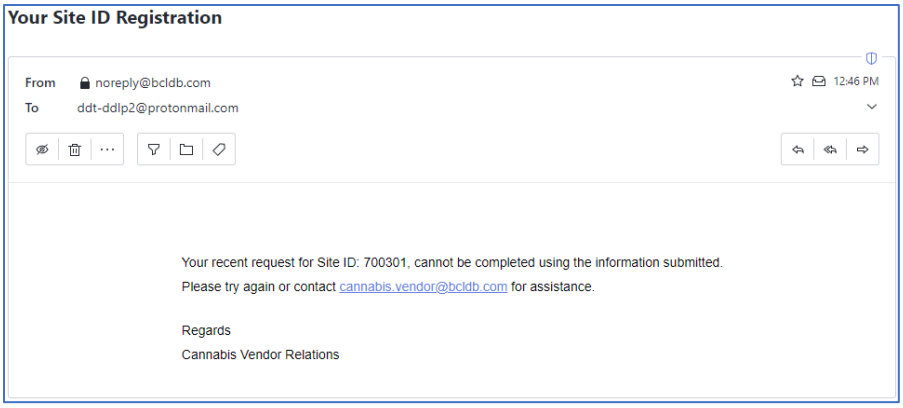
Activating SFTP site as a DDLP new to IAM – steps to be followed:

1. Complete the registration form by providing all necessary user information, contact information and other business information. Once completed, press submit:

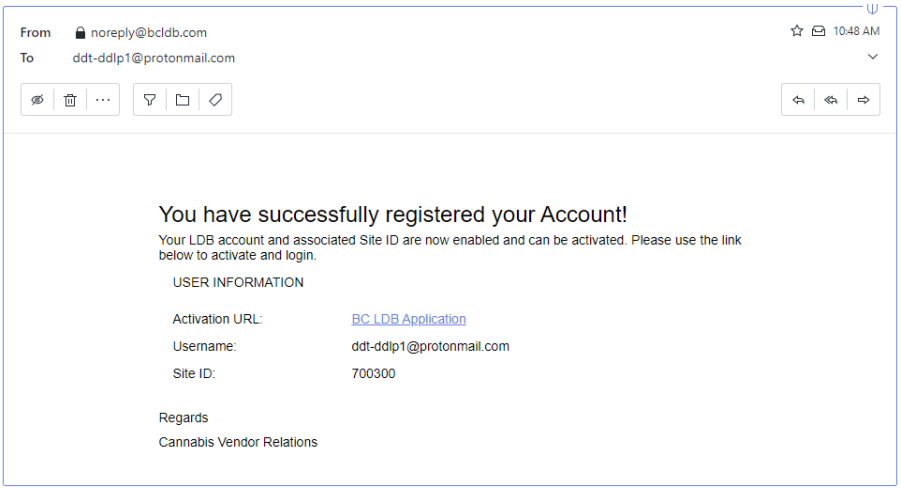


2. Wait to receive a notification email generated by system. There can be two possibilities:

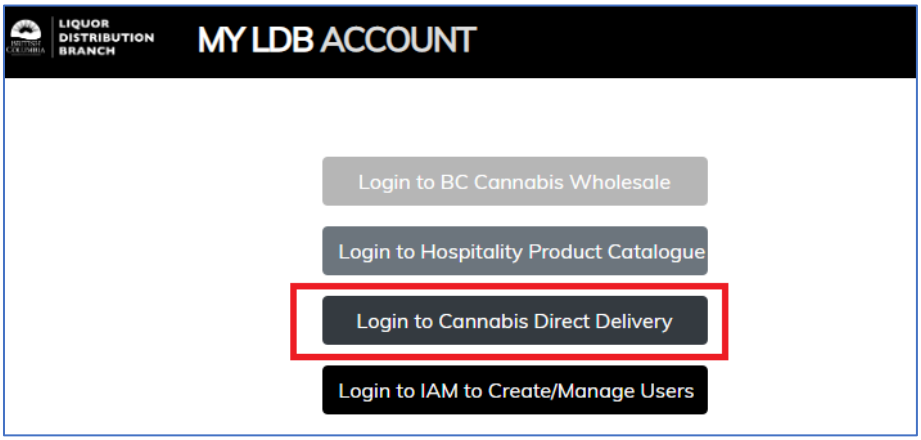
    a. Request declined: DDLP needs to resubmit an application or contact Vendor Relations (VR) (cannabis.vendor@bcldb.com) for details



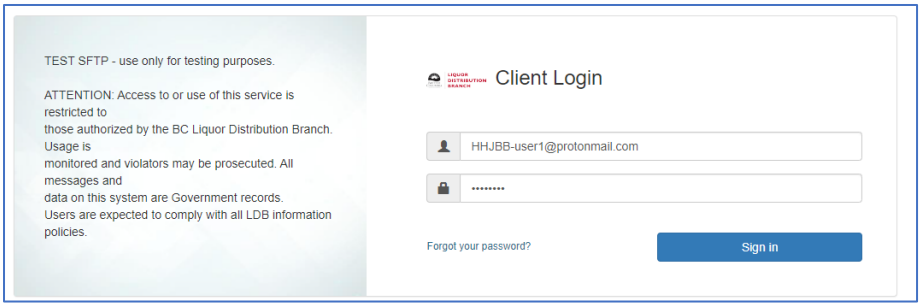
b. Request approved: DDLP needs to click on the link below or go to the link directly



3. Once approval has been received, DDLP selects the login to the SFTP site:



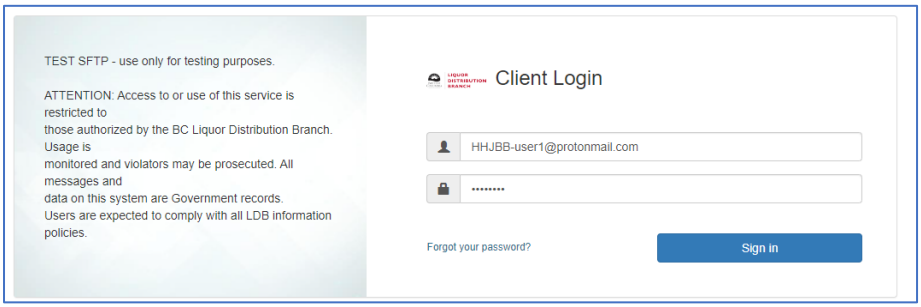
4. DDLP logs in to the SFTP site:


TEST SFTP - use only for testing purposes.
ATTENTION: Access to or use of this service is restricted to
those authorized by the BC Liquor Distribution Branch. Usage is
monitored and violators may be prosecuted. All messages and
data on this system are Government records.
Users are expected to comply with all LDB information policies.
Client Login
HHJBB-user1@protonmail.com
Forgot your password?
Sign in

Activating SFTP site as a DDLP who is an existing IAM user – steps to be followed:

1. DDLP needs to wait for a system-generated notification. This notification is generated after the LDB's Vendor Relations team confirms the information of the DDLP and then changes it in the system.

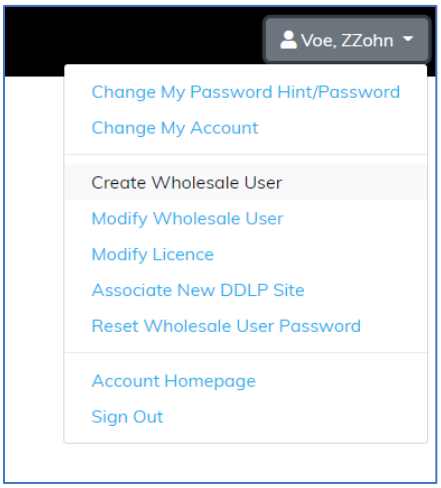
2. After receiving the notification, DDLP logs in to the SFTP site:



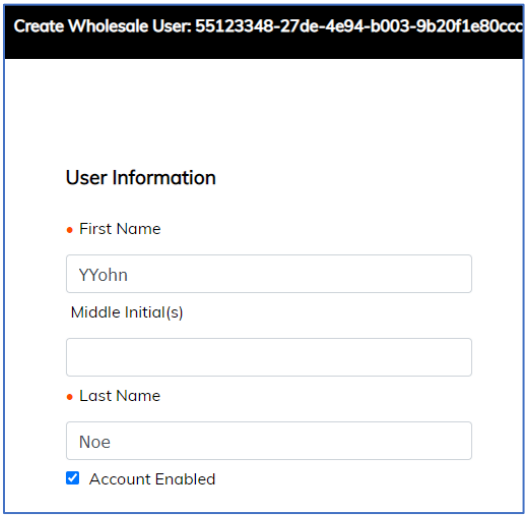
3. Next, the DDLP should see the DD folder:

As a DDLP License Admin, to add a new user from the same organization to the SFTP site, follow the steps outlined below:

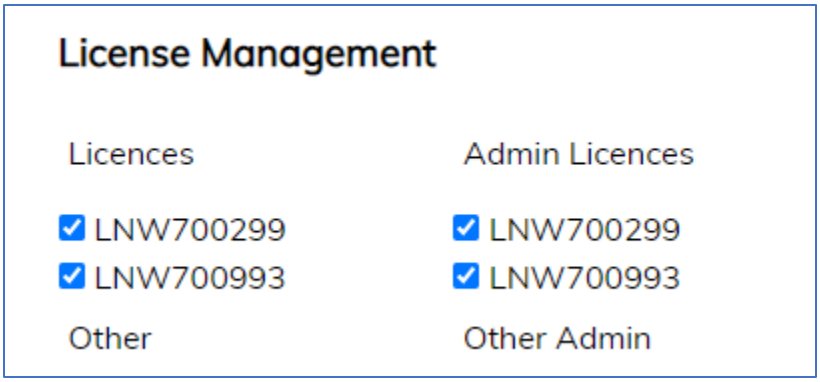
1. DDLP License Admin will login to the SFTP site and select 'Create Wholesale User':



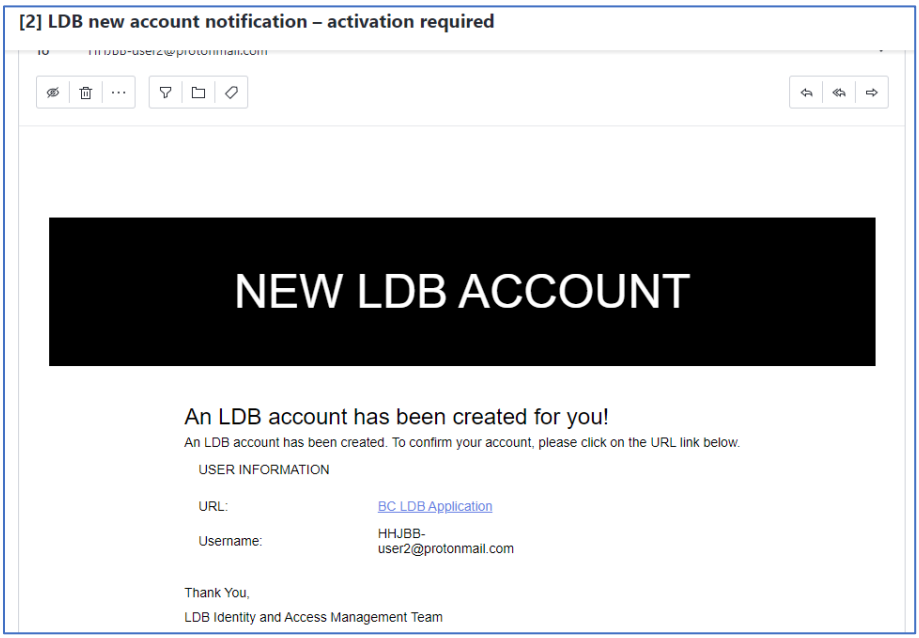
2. The DDLP License Admin will enter the information of the new user:



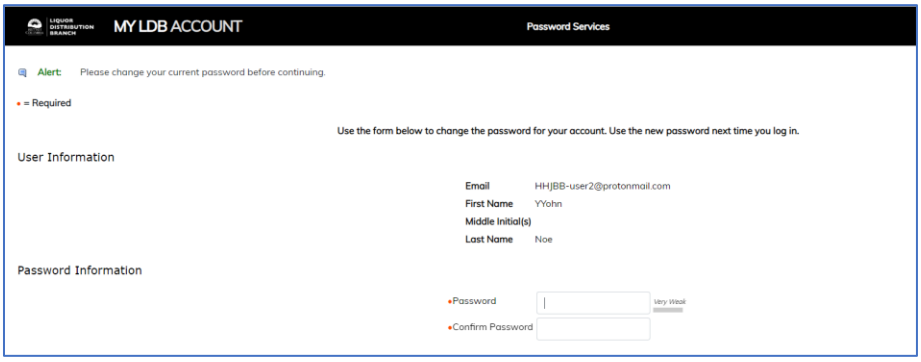
3. The DDLP License Admin will select one of the following options based on requirements:
   a. The Licenses column to only allow the new user to access the folder
   b. Both the Licenses and Admin Licenses columns to allow this user to access the folder and to assign this license to another user.



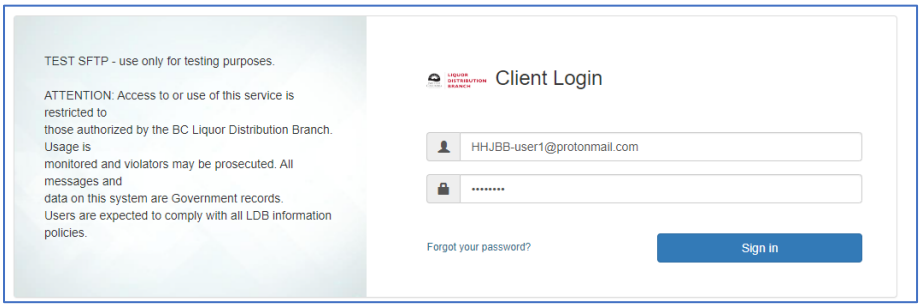
4. The new user will receive a system-generated notification. This notification is generated after DDLP License Admin sets up this new user in the system:



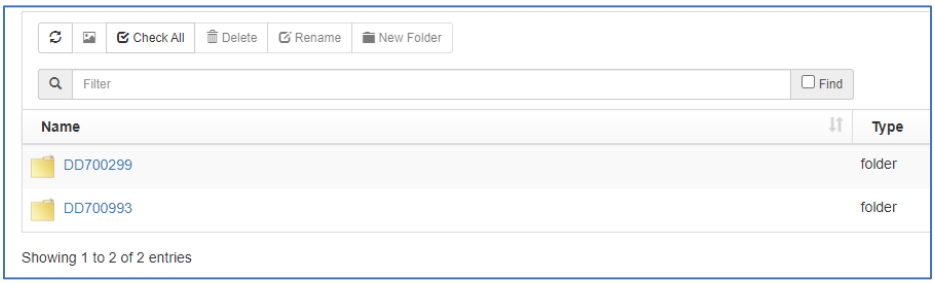
5. The DDLP goes to the SFTP site and sets up the password:



6. The new user logs in to the SFTP site:

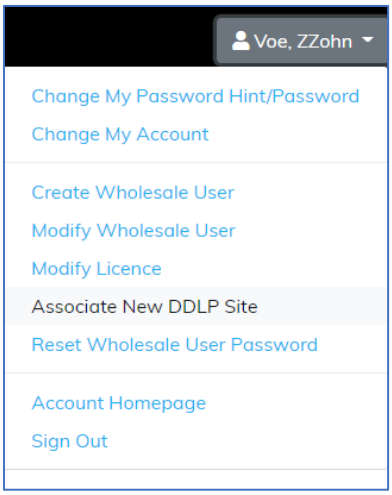


7. The new user should see the DD folder:

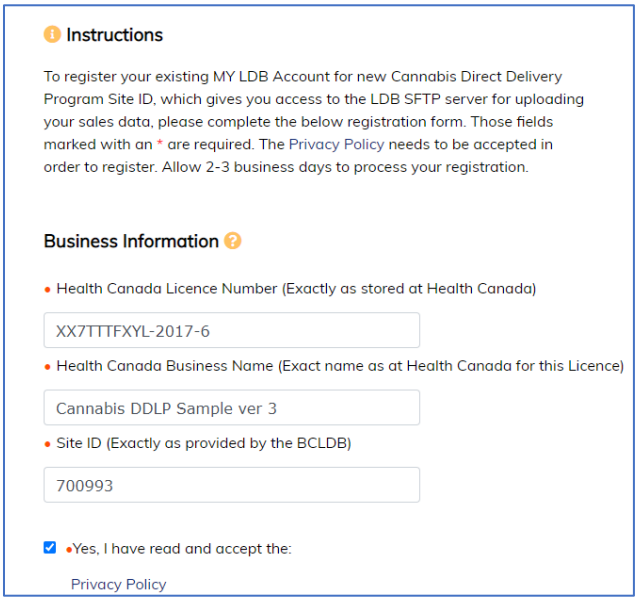


To add another Vendor Site ID, the DDLP License Admin should follow the steps outlined below:

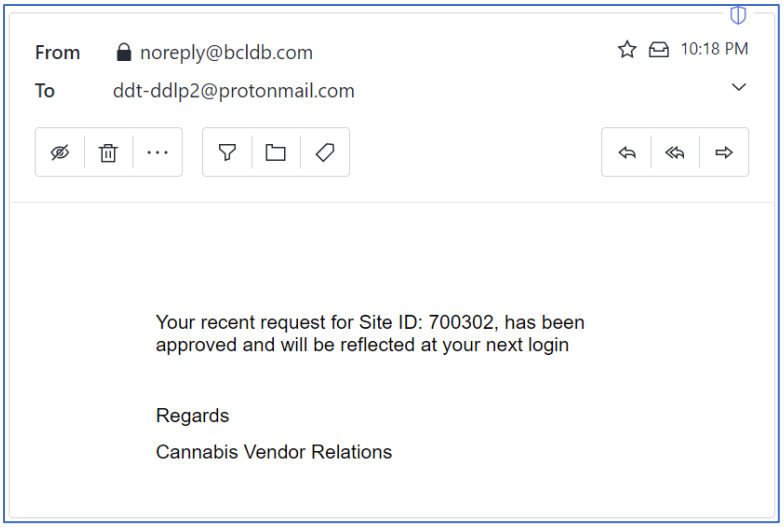
1. After the DDLP receives the new Vendor Site ID from the Vendor Relations, they can associate this new Vendor Site ID to an existing account:



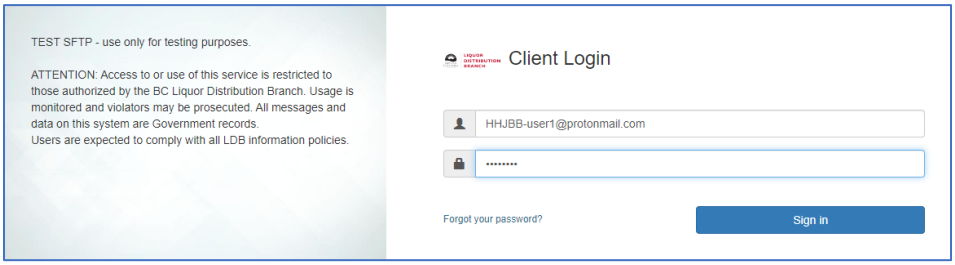
2. The DDLP must complete the form to provide business information as indicated on the Supplier Registration form as well as the new Vendor Site ID number:



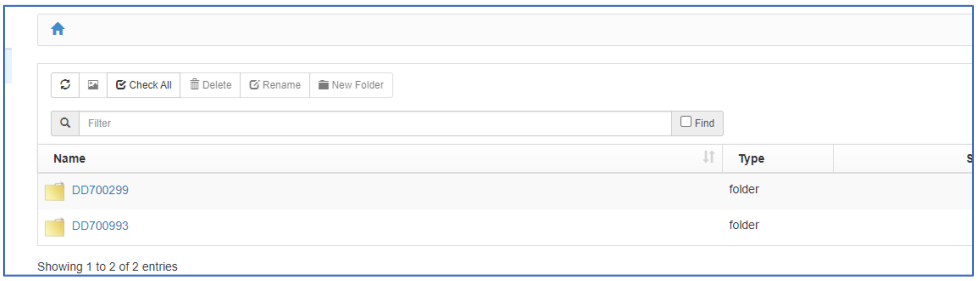
3. The DDLP waits to receive an email notification for approval:



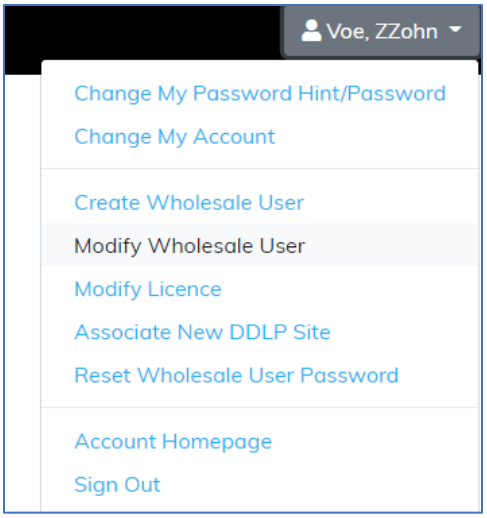
4. Once notification of approval has been received, the DDLP logs in to the SFTP site:



5. The DDLP should see the folder for the new Vendor Site ID:

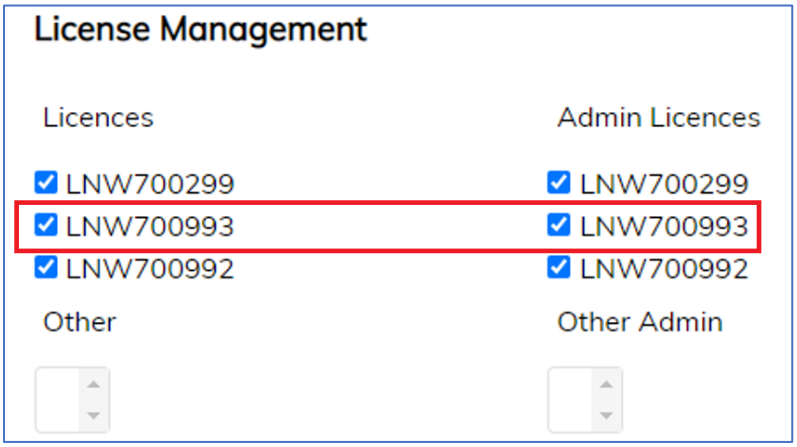


6. A DDLP License Admin may grant other existing users access to this folder. To do this, they select 'Modify Wholesale User':

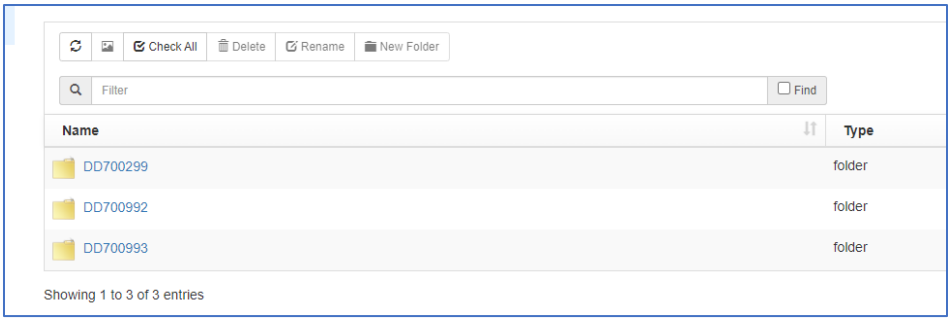


7. The DDLP License Admin selects the user to grant access:

8. The DDLP License Admin selects the new Vendor Site ID:



9. A user with new access to log in to the SFTP site should see the folder for the new Vendor Site ID as well:


Check All
Delete
Rename
New Folder
Filter
Find
Name
Type
DD700299
folder
DD700992
folder
DD700993
folder
Showing 1 to 3 of 3 entries

Creating the sales or returns reporting file

Completing the reported sales report

DDLPs are required to use the reported sales template available in the sales and reporting section of the direct delivery supplier website: https://www.bcldbcannabisupdates.com/bcldb-cannabis-direct-delivery when reporting weekly direct delivery sales and returns.

1. Download the 'DD Sales Upload Template' from the address above (the file is formatted as an Excel worksheet, file type .xlsx).
2. Save the template to your local computer. We recommend prefilling the template that is on your computer with your site ID and location as they will remain the same for all documents that you submit.
3. Open a copy of the template from your computer and save it with the name that you will submit it under.
    a. Ensure the file is in Excel format with file type .xlsx only. The file name must be unique and not previously used for a sales or return submission, or it will fail validation. The file name must not have spaces in the name but underscores may be used.
4. Fill out all columns for each product with reported sales. Any rows with only some cells populated will result in a validation error so ensure that if you have prefilled some columns (such as Site ID and Location code) that you delete any extra rows which are not filled with a SKU and quantity before uploading.
    a. One sales file may be used to submit sales across a variety of retailers and orders but separate lines are required for each order.
    b. See detailed definitions for the required fields below.

SITE ID	RETAIL CUSTOMER LIC #	LOCATION CODE	VENDOR REFERENCE	DD ORDER DATE	DD SHIP DATE	SKU	QUANTITY	UOM
700017	450010	7205	Demo1	25-Mar-22	27-Mar-22	1026434	20	Each

Report data

Site ID: The 6-digit number provided by the LDB to identify your account and will remain static as long as your vendor information remains the same. This must be the same for each line on the report.

Retail Customer Lic #: The 6-digit License number starting with 45xxxx (as issued by Liquor and Cannabis Regulation Branch) of the retailer who the direct delivered product was sold to. You may submit multiple retailers on one file but separate lines are required for each order.

Location Code: The 4-digit number provided by LDB upon DDLP registration required to process orders and used for reporting and accounting purposes. If you are producing and shipping direct delivery

product from more than one production facility, you will have a unique SITE ID and LOCATION CODE for each. This must be the same for each line on the report.

Vendor Reference – This is an optional freeform field which you may enter to help identify different sales. Your vendor reference must be 6-12 characters long and may contain any combination of alpha numeric characters (upper or lower case). Whatever you choose to enter in this field will show up with that line in the Summary Report.

Previous validation rules applied to vendor reference have been removed as of June 25, 2023. This means Vendor Reference which you include in the files you are uploading **does not** need to be the same for each line on the file and does not need to be unique to this order or file. If you do not wish to utilize it for your tracking purposes it can also be left blank without generating a validation error.

DD Order Date: The date on which the product was ordered by the retailer. It is used to determine the price which should be charged to the retailer and to determine the pricing and charge amount used by LDB systems. (Pricing will be reflected on the remittance invoice). Date format should be DD-MMM-YYYY

DD Ship Date: The date on which you sent the product to the retailer. It must be after or on the order date but not before. Date format should be DD-MMM-YYYY.

SKU: The numerical LDB Stock Keeping Unit (SKU) for the product which is being sold. All direct delivery products must be registered with the LDB before they can be sold and will be assigned a unique LDB SKU. Pricing to the retailer must be at the current LDB wholesale price at the time of the retailer's order for the SKU.

Quantity: The numerical quantity of the number of retail selling units (each) of the product being sold.

UOM: The Unit of Measurement (UOM) will be prefilled in the template to each. Even if you are selling in case quantity to the retailer, the system is still configured to report in each (aka retail selling unit). You must submit your sales reports in a Unit of Measure of Each (which is the number of retail selling units sold).

(Example- if SKU 1234567 is sold at the retail store as a three-pack of pre-rolls and there are 12 of those packs in a case, you would report a quantity of **12**, if you sold the retailer a case).

Filling out the returns file template

DDLP are required to use the reported sales returns template available in the sales and reporting section of the direct delivery supplier website: https://www.bcldbcannabisupdates.com/bcldb-cannabis-direct-delivery

1. Download the 'DD_Returns_Upload_Template' from the address above (the file is formatted as an Excel worksheet, file type.xlsx).
2. Save the template to your local computer. We recommend prefilling the template that is on your computer with your site ID as it will remain the same for all documents that you submit.

3. Open a copy of the template from your computer and save it with the name that you will submit it under for the required reporting period.
    a. Ensure the file is in Excel format with a file type .xlsx only. The file name must be unique and not previously used for a sales or return submission, or it will fail validation. The file name must not have spaces in the name but underscores may be used.
4. Complete all columns for each product with returns.

As of June 25, 2023, a return file may report returns coming from multiple retailers and relating to multiple original LDB purchase orders (PO)

It will contain the following data:

SITE ID	LDB SKU (1xxxxxx)	RETAIL CUSTOMER LIC #	UOM (Each)	QUANTITY (In Units)	PO ORDER DATE (DD-MMM-YY)	RETURN DATE (DD-MMM-YY)	REASON (From List)	VENDOR REFERENCE (6-12 Characters)
700101	10204551	450123	Each	2	15-May-23	10-Jun-23	CNB_DEFECTIVE	Fred_May_15
700101	10302456	450017	Each	1	25-May-23	09-Jun-23	CNB_DEFECTIVE	Lynn_May_23

Please complete all columns for each product you wish to return. The Vendor Reference field may be left blank, if you choose.

Site ID: The 6-digit number provided by the LDB to identify your account. This will remain static as long as your vendor information remains the same. This must be the same for each line on the report.

SKU – Enter the numerical LDB SKU# associated with the product being returned.

Retail Customer Lic #: The 6-digit License number starting with 45xxxx (as issued by Liquor and Cannabis Regulation Branch) of the retailer who the direct delivered product was sold to. You may submit multiple retailers on one file, but separate lines are required for each order.

UOM – This is prefilled in the template to each (aka retail selling unit). Even if you get a return in case quantity from the retailer the system is still configured to report in each (aka retail selling unit). You must submit your return reports in a Unit of Measure of Each (which is the number of retail selling units returned).

QUANTITY – Enter the numerical quantity being returned in each (aka retail selling units). Quantity cannot exceed the quantity of that SKU on the PO NUM referenced in the next column. (Note: even for returns this needs to be a positive number.)

PO ORDER DATE –The original customer order date which was recorded on the PO line being referenced and as noted on the remittance invoice. The return will be rejected if the transaction date in the return does not match the transaction date in the PO line for that SKU on the stated PO.

Dates in the spreadsheet should be in the format DD-MMM-YY.

RETURN DATE – The date that the product was received back by the DDLP.

REASON – Select a reason from the list of values which will be displayed when you click on the cell. Any return reason not on the list will not be accepted.

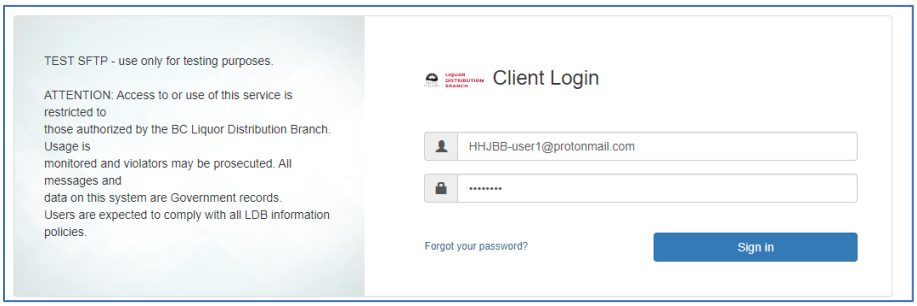
Vendor Reference – This is an optional freeform field which you may enter to help identify different returns. Your vendor reference must be 6-12 characters long and may contain any combination of alpha numeric characters (upper or lower case). Whatever you choose to enter in this field will show up with that line in the Summary Report. You may choose to leave the Vendor Reference field blank.

*Please see the LDB returns policy as specified in your Direct Delivery Supplier Agreement and on the direct delivery supplier webpage: https://www.bcldbcannabisupdates.com/bcldb-cannabis-direct-delivery for obligations related to accepting returns.

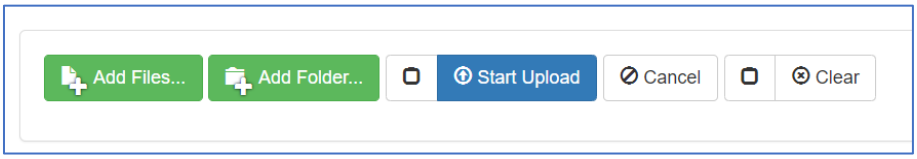
Uploading the sales or returns report

To upload and submit a completed sales or returns report, follow the steps outlined below:

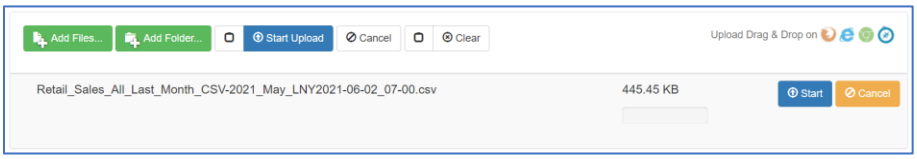
1. Login to the SFTP website:



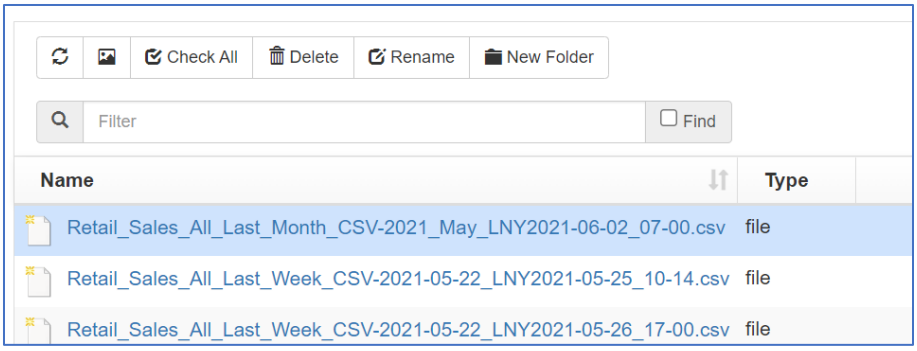
2. Click on 'Add Files' button:



3. Select a file, then click on 'Start Upload' or 'Start' button to upload:



4. The selected file should be marked as uploaded:



Managing Validation Errors

Managing Validation Errors

The reported sales or returns template available on the SFTP website has many of the business rules built into the Excel file itself. Please ensure to use this template as your starting point and follow the instructions provided in the previous sections on completing the sales and returns report. In order to process the reported sales, there are certain validations which the system needs to check. If the submitted file fails any of these validations it will send an email notification to the email on file for your organization within 30 minutes identifying which order and/or order line failed validation and identify the nature of the validation error.

All error messaging will be emailed to the corporate email ID used to set up your PAD agreement. NOTE: This may not be the same email you used when you logged into the SFTP site to submit your order.

Most validation errors can be corrected, and the order resubmitted.

When you re-submit the file, please use the same file name clearly named with your vendor reference and date as the original attempt. (Except if the error is in the file name itself).

As of March 26, 2023 the validations for any reported sales will be included in the notification with the Remittance Summary report. Validations for **returns** will continue to have a separate notification if there are any validation errors.

Validation Error Messages and Corrective Actions

Error Message	Upload File Type	Corrective Action
Duplicate file name	Sales or Return	Change the name of the file to a name which has not yet been used and submitted for any successful order.
Future dates not permitted	Sales or Return	Check the dates and correct and then resubmit the file.
Inconsistent Location Code	Sales	Confirm that you have entered the correct location code provided to you at the time of being set up as a Direct Delivery Licensed Producer for all lines of the file.
Inconsistent Site ID	Sales or Returns	Confirm that you have entered the correct site ID provided to you at the time of being set up as a Direct Delivery Licensed Producer for all lines of the file.
Inconsistent Vendor Reference	Sales or Returns	Vendor reference applies to the whole file and needs to be the same for all lines of the order.
Inactive SKU	Sales	Check SKU#, correct and resubmit. If it is correct and should be active but is not accepted please contact Direct Delivery support. cannabisreporting@bcldb.com
Ineligible SKU	Sales	Check SKU#, correct and resubmit, if you believe the sku is registered and valid, inquire to cannabis.vendor@bcldb.com to validate the SKU.
Incorrect Order Date	Returns	Order date listed in the Return file does not match the order date/SKU combination of any line on the PO which is referenced. Check the remittance invoice from the original order to get the correct order date for the line containing that SKU.
Insufficient quantity available to return	Returns	Check the quantity of the SKU ordered by the listed retailer on the order date and ensure that this return (as well as any previous returns against the same SKU/Retailer/date) are within the available quantity.
Invalid Data format for" <column>	Sales or Returns	Please fill out the report using the template provided by the LDB to ensure that the correct data format is being used.
Invalid File Type	Sales or Returns	Ensure that you are using the template provided by the LDB. Save the file as an Excel document then resubmit as an Excel spreadsheet (.xlsx file type).
Invalid Location Code	Sales	Confirm that you have entered the correct site ID and location code provided to you at the time of being set up as a Direct Delivery Licensed Producer
Invalid Quantity	Sales	Correct the quantity of the line(s) in question to be positive, non-zero, values.

Invalid Reason	Returns	Ensure that you are using the template provided by the LDB. Only valid return reasons will be available to select from dropdown list in the template.
Invalid Site ID	Sales or Returns	Confirm that you have entered the correct site ID and location code provided to you at the time of being set up as a Direct Delivery Licensed Producer.
Invalid UOM	Sales	Ensure that you are using the template provided by the LDB. "**Each**" (aka retail selling unit) should be the only value permitted in the UOM field.
Missing Value for <column>	Sales or Return	Ensure that any rows of the spreadsheet which have data have all cells filled out. Delete any rows that have partial data but are not required.
PO Ref is not from reporting DDLP	Returns	The PO reference in the returns report is not from a previously submitted sales report. Please check and correct the PO reference and resubmit.
Reference is too Long	Sales or Returns	Resubmit with a shorter vendor reference (up to 12 characters) to allow the reference to fit on the Summary report. Remember to change the filename to reflect the new corrected reference on resubmission.
Ship Date must not be before Order Date	Sales	Check and correct the dates and then resubmit the file.
Site ID/Location Code do not match	Sales	Confirm that you have entered the correct site ID and location code provided to you at the time of being set up as a Direct Delivery Licensed Producer.
SKU not recognized	Sales	Check and correct the SKU and resubmit (with a new filename).
This SKU does not belong to you	Sales	Check and correct the SKU and resubmit. Only SKUs registered and activated for direct delivery can have reported sales.
No match to the SKU/Retailer/Order Date	Returns	Ensure that the SKU, Order Date and Retailer listed on the return file are correct and were ordered by that retailer on that day as per previously reported sales.

If you have any questions, please contact LDB Direct Delivery Support at cannabisreporting@bcldb.com or call at 1-604-252-7564 during business hours (Monday to Friday, 8:00 a.m. to 4:00 p.m.).

System Errors

In the event that the whole file cannot be processed due an internal error at LDB end you would receive a notification of the system error:

System Error on Direct Delivery File Submission

This notification will be informational and does not require any action on your part unless you are specifically contacted by LDB Support. The message will read like this:

"This is an auto-generated email to notify you that there were validation errors identified in the file referenced below which was submitted for processing at 2022/04/30 00:25. We are currently unable to complete processing of the submission but are working on it. No remittance invoice or credit memo for this submission can be generated at this time.

The issue is being addressed by our internal LDB support team and there are currently ***no actions required by you****.*

Do not resubmit your file unless instructed to do so by LDB Direct Delivery Support*.*

If you have any questions or have not received your remittance invoice within two business days, please contact LDB Direct Delivery Support at cannabisreporting@bcldb.com or call at 1-604-252-7564 during business hours (Monday to Friday, 8:00 a.m. to 4:00 p.m.) and our support team would be happy to guide you through the correction process for your particular error.

Error correction and file resubmission

If you identify that an error has been made on your report after it has been processed, please contact LDB Direct Delivery Support at cannabisreporting@bcldb.com or call at 1-604-252-7564 during business hours (Monday to Friday, 8:00 a.m. to 4:00 p.m.) and our support team would be happy to guide you through the correction process for your particular error.

Understanding the Remittance Summary Report and Upload Error Validation Notification

Remittance Summary Report:

When a sales report has been successfully generated, you should receive an email with the remittance summary report, sent to the email address which you have listed on file with us.

If there are no validations errors in the submitted file the email will look like this:

Subject Reported Sales Summary - AAA CANNABIS ENTERPRISES INC. 700017 25-JAN-2023 - File T440_Sales_2.xlsx

From: cannabisreporting@bcldb.com <cannabisreporting@bcldb.com>
Sent: January 25, 2023 10:01 AM
To: AAA_Can@umail.com
Subject: Reported Sales Summary - AAA CANNABIS ENTERPRISES INC. 700017 25-JAN-2023 - File T440_Sales_2.xlsx

Attachments: Cannabis Direct Delivery Remittance Summary Report for file T440_Sales_2.xlsx

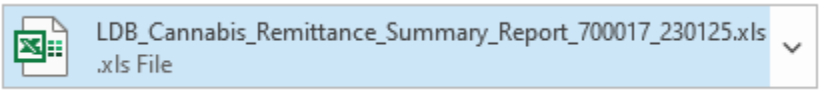
The attachment contains the purchase details for the sales of products reported in your recent email. Please use this invoice for reconciliation purposes.

Note: The amounts from the subtotals of this report will be reflected on your PAD Settlement Notification.
If you have concerns or questions, please contact Cannabis Direct Delivery Support at cannabisreporting@bcldb.com or phone 1-604-252-7564 (during business hours) and reference the file name.

Report Date: 25-JAN-2023
Store#: 7205
Vendor Name: AAA CANNABIS ENTERPRISES INC.
Site ID: 700017
File Name: T440_Sales_2.xlsx
Report Total: 1,998.01

BC Liquor Distribution Branch

The email will also contain an attachment with the detailed Remittance Summary report.



Validation Error and Remittance Summary: (When there are both on your file submission)

If there are any validation errors for any lines in the file of reported sales the email will look like this:

Subject: **Validation Error and Sales Summary - AAA CANNABIS ENTERPRISES INC. 700017 25-JAN-2023 - File T440_Sales_1.xlsx**

Sent: January 25, 2023 9:26 AM
To: AAA_Can@umail.com
Subject: Validation Error and Sales Summary - AAA CANNABIS ENTERPRISES INC. 700017 25-JAN-2023 - File T440_Sales_1.xlsx

Attachments: Cannabis Direct Delivery Remittance Summary Report for file T440_Sales_1.xlsx

The attachment contains the purchase details for the sales of products reported in your recent email. Please use this invoice for reconciliation purposes.
It also contains a record of lines which could not be processed due to validation errors.

Lines with Validation Errors

SITE ID	RETAIL CUSTOMER LIC #	LOCATION CODE	VENDOR REFERENCE	DD ORDER DATE	DD SHIP DATE	SKU	QUANTITY	UOM	Validation Error Reason
700017	450011	7205	T440-001	08-JAN-23	16-JAN-23	01060047	50	Each	Inconsistent reference
700017	450008	7205	T428-001	01-JAN-23	15-JAN-23	01023605	10	Each	Vendor Reference has already been used
700017	450008	7205	T440-001	05-JAN-23	15-JAN-23	01060033	100	Each	Inconsistent reference
700017	450004	7205	T428-001	05-JAN-23	15-JAN-23	01010487	80	Each	Vendor Reference has already been used

For these lines please make the appropriate changes to the lines identified and re-submit with a new vendor reference and file name.

Note: The amounts from the subtotals of this report will be reflected on your PAD Settlement Notification.
If you have concerns or questions, please contact Cannabis Direct Delivery Support at cannabisreporting@bcldb.com or phone 1-604-252-7564 (during business hours) and reference the file name.

Report Date: 25-JAN-2023
Store#: 7205
Vendor Name: AURORA CANNABIS ENTERPRISES INC.
Site ID: 700017
File Name: T440_Sales_1.xlsx
Report Total: 0.00

BC Liquor Distribution Branch

Remittance Summary Report Overview

The Remittance Summary Report looks like this:

LIQUOR DISTRIBUTION BRANCH

Cannabis Direct Delivery Remittance Summary Report

Vendor: PIR Cannibas
Vendor No: 126843
Site Id: 700201
Contact: Bob Barker
Phone# 555-989-1111
Email: user@PIRCann.com

Report Date: 26-SEP-2022
LDB GST#: 124542945
File Name: WHS1005_2022_09_26.xlsx

Processed Order Lines

LDB SKU	Retailer	Order Date	Ship Date	Qty (units)	Vendor Reference	LDB PO Ref:	PO Cost Price	Extended Cost	LDB AR Invoice#:	Wholesale Price	Extended WS Price	Rem. Invoice # :	Net Remittance excl. Tax and fees
01043587	450026	27-Aug-2022	06-Sep-2022	24	BC1025	50011453	$23.93	$574.32	80000210	$27.52	$660.48	70000210	$86.16
01046531	450026	27-Aug-2022	06-Sep-2022	96	BC1025	50011453	$23.25	$2,232.00	80000210	$26.74	$2,567.04	70000210	$335.04
01049899	450026	27-Aug-2022	06-Sep-2022	12	BC1025	50011453	$31.30	$375.60	80000210	$36.00	$432.00	70000210	$56.40
01050293	450026	27-Aug-2022	06-Sep-2022	36	BC1025	50011453	$10.00	$360.00	80000210	$11.50	$414.00	70000210	$54.00
01050541	450026	27-Aug-2022	06-Sep-2022	24	BC1025	50011453	$24.20	$580.80	80000210	$27.83	$667.92	70000210	$87.12
01046614	450026	01-Sep-2022	08-Sep-2022	120	BC1056	50011454	$10.50	$1,260.00	80000211	$12.08	$1,449.60	70000211	$189.60
01050541	450026	01-Sep-2022	08-Sep-2022	120	BC1056	50011454	$24.20	$2,904.00	80000211	$27.83	$3,339.60	70000211	$435.60
01043587	450417	27-Aug-2022	01-Sep-2022	48	BC1103	50011476	$23.93	$1,148.64	80000225	$27.52	$1,320.96	70000225	$172.32
01046531	450417	27-Aug-2022	01-Sep-2022	48	BC1103	50011476	$23.25	$1,116.00	80000225	$26.74	$1,283.52	70000225	$167.52
01050285	450417	30-Aug-2022	01-Sep-2022	60	BC1103	50011477	$25.00	$1,500.00	80000226	$28.75	$1,725.00	70000228	$225.00
Total								**$12,051.36**			**$13,860.12**		**$1,808.76**

Subtotal by Retailer

Retailer	Order Date	Remittance Invoice	Subtotal WS Price	GST Due	Cont Deposit Due	Extended Cost	GST Paid	Net Remittance	Sub Total by Retailer
450026	27-Aug-2022	70000210	$4,741.44	$237.07	$0.00	$4,122.72	$200.00	$655.79	
	01-Sep-2022	70000211	$4,789.20	$239.46	$0.00	$4,164.00	$200.00	$664.66	
									$1,320.45
450417	27-Aug-2022	70000225	$2,604.48	$130.22	$0.00	$2,264.64	$100.00	$370.06	
	30-Aug-2022	70000228	$1,725.00	$86.25	$0.00	$1,500.00	$75.00	$236.25	
									$606.31
Total			**$13,860.12**	**$455.93**	**$0.00**	**$12,051.36**	**$375.00**	**$1,926.77**	

Net Remittance Amounts will be included to your next PAD payment for reported sales

The Following Submitted Lines Contained Validation Errors*

SITE ID	RETAIL CUSTOMER LIC #	LOCATION CODE	VENDOR REFERENCE	DD ORDER DATE	DD SHIP DATE	SKU	QUANTITY	UOM	Validation Error Reason
700333	450191	7277	WHS1005	5-Sep-22	8-Sep-22	1050293	36	Each	Invalid SKU
700333	450026	7277	WHS1005	8-Sep-22	8-Sep-22	1046531	12	Each	Ineffective Order Date

*For validation errors please make the appropriate changes to the lines identified and re-submit **with a new vendor reference and file name**.

It contains 4 sections

Header Section

This contains information about the file which you submitted including, identifying you as the vendor, your site ID and contact information, The Date on which this was processed, the vendor reference (which needs to be common to all lines of the file) and filename.

LIQUOR DISTRIBUTION BRANCH

Cannabis Direct Delivery Remittance Summary Report

Vendor: PIR Cannibas
Vendor No: 126843
Site Id: 700201
Contact: Bob Barker
Phone# 555-989-1111
Email: user@PIRCann.com

Report Date: 26-SEP-2022
LDB GST#: 124542945
File Name: WHS1005_2022_09_26.xlsx

Processed Order Lines

This is the detailed information about all lines of your submitted file which passed validation and were successfully processed.

Processed Order Lines

LDB SKU	Retailer	Order Date	Ship Date	Qty (units)	Vendor Reference	LDB PO Ref:	PO Cost Price	Extended Cost	LDB AR Invoice#:	Wholesale Price	Extended WS Price	Rem. Invoice # :	Net Remittance excl. Tax and fees
01043587	450026	27-Aug-2022	06-Sep-2022	24	BC1025	50011453	$23.93	$574.32	80000210	$27.52	$660.48	70000210	$86.16
01046531	450026	27-Aug-2022	06-Sep-2022	96	BC1025	50011453	$23.25	$2,232.00	80000210	$26.74	$2,567.04	70000210	$335.04
01049899	450026	27-Aug-2022	06-Sep-2022	12	BC1025	50011453	$31.30	$375.60	80000210	$36.00	$432.00	70000210	$56.40
01050293	450026	27-Aug-2022	06-Sep-2022	36	BC1025	50011453	$10.00	$360.00	80000210	$11.50	$414.00	70000210	$54.00
01050541	450026	27-Aug-2022	06-Sep-2022	24	BC1025	50011453	$24.20	$580.80	80000210	$27.83	$667.92	70000210	$87.12
01046614	450026	01-Sep-2022	08-Sep-2022	120	BC1056	50011454	$10.50	$1,260.00	80000211	$12.08	$1,449.60	70000211	$189.60
01050541	450026	01-Sep-2022	08-Sep-2022	120	BC1056	50011454	$24.20	$2,904.00	80000211	$27.83	$3,339.60	70000211	$435.60
01043587	450417	27-Aug-2022	01-Sep-2022	48	BC1103	50011476	$23.93	$1,148.64	80000225	$27.52	$1,320.96	70000225	$172.32
01046531	450417	27-Aug-2022	01-Sep-2022	48	BC1103	50011476	$23.25	$1,116.00	80000225	$26.74	$1,283.52	70000225	$167.52
01050285	450417	30-Aug-2022	01-Sep-2022	60	BC1103	50011477	$25.00	$1,500.00	80000226	$28.75	$1,725.00	70000228	$225.00
Total								**$12,051.36**			**$13,860.12**		**$1,808.76**

In shows details of what you submitted including SKU, Qty, Retailer, Order/Ship Date and vendor reference from each line.
This detail is enhanced with the details from our systems of PO, Invoice and Remittance Invoice #, Cost and Wholesale prices for the listed product as of the order date given and the net remittance (before taxes and fees) for each line.

Subtotal by Retailer

Retailer	Order Date	Remittance Invoice	Subtotal WS Price	GST Due	Cont Deposit Due	Extended Cost	GST Paid	Net Remittance	Sub Total by Retailer
450004	04-Jan-2022	70000723	$2,862.30			$2,479.17	$123.96	$259.17	
	05-Jan-2022	70000724	$683.20			$594.40	$29.72	$59.08	
									$318.25
450008	01-Jan-2022	70000725	$2,871.35	$143.57		$2,487.84	$124.39	$402.69	
									$402.69
450011	06-Jan-2022	70000726	$1,226.70	$61.34		$1,062.50	$53.13	$172.41	
									$172.41
Total			**$7,430.05**	**$194.23**		**$6,438.16**	**$321.91**	**$893.35**	

Net Remittance Amounts will be included to your next PAD payment for reported sales

This takes the raw data from the Processed order lines and summarizes and subtotals them by retailer for your records. It also adds the tax and container deposit (if any) details for the section.

The net remittance amounts shown in this subtotal section will also be reflected in your PAD notification by Remittance Invoice# when the payment file is generated.

Validation Errors

This shows any lines which were submitted in the file but were not processed because they contained validation errors.

The Following Submitted Lines Contained Validation Errors*

SITE ID	RETAIL CUSTOMER LIC #	LOCATION CODE	VENDOR REFERENCE	DD ORDER DATE	DD SHIP DATE	SKU	QUANTITY	UOM	Validation Error Reason
700017	450011	7205	T428-001	08-JAN-22	15-JAN-22	1090020	50	Each	Unable to get unit price, please verify order date
700017	450008	7205	T428-001	02-JAN-22	15-JAN-22	1090009	75	Each	Unable to get unit price, please verify order date

*For validation errors please make the appropriate changes to the lines identified and re-submit with a new vendor reference and file name.

This shows exactly what data you submitted for these lines and adds a column which describes the reason for the validation error for that line. This will also be shown in the text of the email notification. When resubmitting corrected data please remember to:

- Use a new filename for the resubmission
- **Only resubmit lines which contained validation errors. Do not resubmit any order lines which are present in the Processed Order Lines section of this summary.**

Understanding the Return Summary Report and Upload Error Validation Notification

When a returns report has been successfully processed, you should receive an email with the Returns Summary to the email address which you have listed on file with us.

Returns Summary: (When all lines on the submitted file are accepted and processed.)

The email text will look like this:
Subject: Return Summary - 700017 AAA CANNABIS INC. 09-MAY-2023 - File DD700017-CNBCI-919-1.xlsx

Attachments: LDB Cannabis Return Summary Report

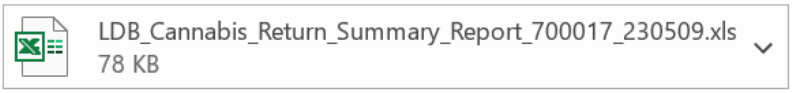
This is an auto-generated email. Please do not reply to this email.

The attachment contains the details of returns of products reported in your recent returns file upload. Please use this Summary Report for reconciliation purposes.

Note: The amounts as shown in the subtotals will be reflected on your next PAD Settlement Notification once the remittance amount for report sales >= the total refund listed below.
If you have concerns or questions, please contact Cannabis Direct Delivery Support at cannabisreporting@bcldb.com or phone 1-604-252-7564 (during business hours) and reference the attached file name.

Report Date: 09-MAY-2023
File Name: DD700017-CNBCI-919-1.xlsx
Vendor Name: **AAA CANNABIS INC.**
Site ID: 700017
Credit Total: -22.76

The email will also contain an attachment with the detailed Return report.



Validation Error and Returns Summary: (If there are both on your file submission)

If there are any validation errors for any lines in the file of reported sales the email will look like this:

Validation Error(s) and Return Summary - 700017 AAA CANNABIS INC. 12-JUN-2023 - File DD700017-Beverage Return2.xlsx

LDB_Cannabis_Return_Summary_Report_700017_230612.xls
78 KB

Attachments: LDB Cannabis Return Summary Report

This is an auto-generated email. Please do not reply to this email.

The attachment contains the details of returns of products reported in your recent returns file upload. Please use this Summary Report for reconciliation purposes.
It also contains a record of lines which could not be processed due to validation errors.

SITE ID	LDB SKU	RETAIL CUSTOMER LIC #	UOM	QUANTITY	PO ORDER DATE	RETURN DATE	REASON	VENDOR REFERENCE	Validation Error Reason
700017	01024983	450008	Each	2	06-May-2023	06-May-2023	CNB_DAMAGED	APL230408	No PO match to the SKU, Retailer, Order Date

Note: The amounts as shown in the subtotals will be reflected on your next PAD Settlement Notification once the remittance amount for report sales >= the total refund listed below.

Note: The amounts as shown in the subtotals will be reflected on your next PAD Settlement Notification once the remittance amount for report sales >= the total refund listed below.
If you have concerns or questions, please contact Cannabis Direct Delivery Support at cannabisreporting@bcldb.com or phone 1-604-252-7564 (during business hours) and reference the attached file name.

Report Date: 12-JUN-2023
File Name: DD700017-Beverage Return2.xlsx
Vendor Name: AURORA CANNABIS ENTERPRISES INC.
Site ID: 700017
Credit Total: -7.41

BC Liquor Distribution Branch

Here is a sample of the Returns Summary Report.

LIQUOR DISTRIBUTION BRANCH

Cannabis Direct Delivery Return Summary Report

Vendor: PIR Cannibas
Vendor No: 126843
Site Id: 700201
Contact: Bob Barker
Phone# 555-989-1111
Email: user@PIRCann.com

Report 26-SEP-
LDB 124542945
File WHS1005_Ret.xlsx

Processed Return Lines

LDB SKU	Retailer	PO Order Date	Return Date	Return Reason Code	Qty (units)	Vendor Reference	LDB PO Ref:	Rem. Invoice # :	PO Cost Price	Extended Cost	LDB AR Credit #:	Wholesale Price	Extended WS Price	Net Remittance excl. Tax
01043587	450026	27-Aug-2022	06-Sep-2022	CNB_DAMAGED	24	Sept_Ret_450026_a	50011453	70000210	$23.93	$574.32	80000210	$27.52	$660.48	-$86.16
01046531	450026	27-Aug-2022	06-Sep-2022	CNB_DAMAGED	36	Sept_Ret_450026_a	50011453	70000210	$23.25	$2,232.00	80000210	$26.74	$2,567.04	-$335.04
01043893	450026	27-Aug-2022	06-Sep-2022	CNB_DAMAGED	12	Sept_Ret_450026_a	50011453	70000210	$31.30	$375.60	80000210	$36.00	$432.00	-$56.40
01050293	450026	27-Aug-2022	06-Sep-2022	CNB_RECALL	36	Sept_Ret_450026_b	50011453	70000210	$10.00	$360.00	80000210	$11.50	$414.00	-$54.00
01050541	450026	27-Aug-2022	06-Sep-2022	CNB_ERROR CORRECTI	24	Sept_Ret_450026_b	50011453	70000210	$24.20	$580.80	80000210	$27.83	$667.92	-$87.12
01046614	450026	01-Sep-2022	08-Sep-2022	CNB_RECALL	120	Sept_Ret_450026_b	50011454	70000211	$10.50	$1,260.00	80000211	$12.08	$1,449.60	-$189.60
01050541	450026	01-Sep-2022	08-Sep-2022	CNB_RECALL	120	Sept_Ret_450026_b	50011454	70000211	$24.20	$2,904.00	80000211	$27.83	$3,339.60	-$435.60
01043587	450417	27-Aug-2022	01-Sep-2022	CNB_ERROR CORRECTI	48	Sept_Ret_450417	50011476	70000225	$23.93	$1,148.64	80000225	$27.52	$1,320.96	-$172.32
01046531	450417	27-Aug-2022	01-Sep-2022	CNB_ERROR CORRECTI	48	Sept_Ret_450417	50011476	70000225	$23.25	$1,116.00	80000225	$26.74	$1,283.52	-$167.52
01050285	450417	30-Aug-2022	01-Sep-2022	CNB_DAMAGED	60	Sept_Ret_450417	50011477	70000228	$25.00	$1,500.00	80000226	$28.75	$1,725.00	-$225.00
Total										**######**			**$13,860.12**	**####**

Subtotal by Retailer

Retailer	Order Date	LDB PO Ref:	Return Date	Remittance	Subtotal WS	GST Due	Cost Deposit	Extended Cost	GST Paid	Net Remittance	Sub Total by
450026	27-Aug-2022	50011453	06-Sep-2022	70000210	$4,741.44	$237.07	$0.00	$4,122.72	$200.00	-$655.79	
	01-Sep-2022	50011454	08-Sep-2022	70000211	$4,783.20	$239.46	$0.00	$4,164.00	$200.00	-$664.66	
											-$1,320.45
450417	27-Aug-2022	50011476	01-Sep-2022	70000225	$2,604.48	$130.22	$0.00	$2,264.64	$100.00	-$370.06	
	30-Aug-2022	50011476	01-Sep-2022	70000228	$1,725.00	$86.25	$0.00	$1,500.00	$75.00	-$236.25	
											-$606.31
Total					**#####**	**$455.93**	**$0.00**	**$12,051.36**	**$375.00**	**######**	

Net Remittance Amounts will be included to your next PAD payment for reported sales

Lines With Validation Errors

SITE ID	LDB SKU	RETAIL CUSTOMER LIC #	UOM	QUANTITY	PO ORDER DATE	RETURN DATE	REASON	VENDOR REFERENCE	Validation Error Reason
700333	1050293	450191	Each	36	5-Sep-22	06-Sep-2022	CNB_ERROR CORRECTI	WHS1005	No PO match to submitted SKU, Retailer, Order Date
700333	1046531	450026	Each	12	8-Sep-22	06-Sep-2022	CNB_DAMAGED	WHS1055	Duplicate Filename

*For validation errors please make the appropriate changes to the lines identified and re-submit **with a new vendor reference and file name**.

It contains 4 sections

Header Section

This contains information about the file which you submitted including, identifying you as the vendor, your site ID and contact information, The Date on which this was processed and the filename.

LIQUOR DISTRIBUTION BRANCH

Cannabis Direct Delivery Return Summary Report

Vendor: PIR Cannibas
Vendor No: 126843
Site Id: 700201
Contact: Bob Barker
Phone# 555-989-1111
Email: user@PIRCann.com

Report Date: 26-SEP-2022
LDB GST#: 124542945
File Name: WHS1005_Ret.xlsx

Processed Order Lines

This is the detailed information about all lines of your submitted file which passed validation and were successfully processed.

Processed Return Lines

LDB SKU	Retailer	PO Order Date	Return Date	Return Reason Code	Qty (units)	Vendor Reference	LDB PO Ref:	Rem. Invoice # :	PO Cost Price	Extended Cost	LDB AR Credit #:	Wholesale Price	Extended WS Price	Net Remittance excl. Tax and fees
01043587	450026	27-Aug-2022	06-Sep-2022	CNB_DAMAGED	24	Sept_Ret_450026_a	50011453	70000210	$23.93	$574.32	80000210	$27.52	$660.48	-$86.16
01046531	450026	27-Aug-2022	06-Sep-2022	CNB_DAMAGED	96	Sept_Ret_450026_a	50011453	70000210	$23.25	$2,232.00	80000210	$26.74	$2,567.04	-$335.04
01049899	450026	27-Aug-2022	06-Sep-2022	CNB_DAMAGED	12	Sept_Ret_450026_a	50011453	70000210	$31.30	$375.60	80000210	$36.00	$432.00	-$56.40
01050293	450026	27-Aug-2022	06-Sep-2022	CNB_RECALL	36	Sept_Ret_450026_b	50011453	70000210	$10.00	$360.00	80000210	$11.50	$414.00	-$54.00
01050541	450026	27-Aug-2022	06-Sep-2022	CNB_ERROR CORRECTION	24	Sept_Ret_450026_b	50011453	70000210	$24.20	$580.80	80000210	$27.83	$667.92	-$87.12
01046614	450026	01-Sep-2022	08-Sep-2022	CNB_RECALL	120	Sept_Ret_450026_b	50011454	70000211	$10.50	$1,260.00	80000211	$12.08	$1,449.60	-$189.60
01050541	450026	01-Sep-2022	08-Sep-2022	CNB_RECALL	120	Sept_Ret_450026_b	50011454	70000211	$24.20	$2,904.00	80000211	$27.83	$3,339.60	-$435.60
01043587	450417	27-Aug-2022	01-Sep-2022	CNB_ERROR CORRECTION	48	Sept_Ret_450417	50011476	70000225	$23.93	$1,148.64	80000225	$27.52	$1,320.96	-$172.32
01046531	450417	27-Aug-2022	01-Sep-2022	CNB_ERROR CORRECTION	48	Sept_Ret_450417	50011476	70000225	$23.25	$1,116.00	80000225	$26.74	$1,283.52	-$167.52
01050285	450417	30-Aug-2022	01-Sep-2022	CNB_DAMAGED	60	Sept_Ret_450417	50011477	70000228	$25.00	$1,500.00	80000226	$28.75	$1,725.00	-$225.00
Total										**$12,051.36**			**$13,860.12**	**-$1,808.76**

It shows details of what you submitted including SKU, Qty, Retailer, Order/Return Date, Return Reason and Vendor Reference from each line.
This detail is enhanced with the details from our systems of PO, Invoice and Remittance Invoice #, Cost and Wholesale prices for the listed product as of the order date given and the net remittance (before taxes and fees) for each line.

Subtotal by Retailer

Subtotal by Retailer

Retailer	Order Date	LDB PO Ref:	Return Date	Remittance Invoice	Subtotal WS Price	GST Due	Cont Deposit Due	Extended Cost	GST Paid	Net Remittance	Sub Total by Retailer
450026	27-Aug-2022	50011453	06-Sep-2022	70000210	$4,741.44	$237.07	$0.00	$4,122.72	$200.00	-$655.79	
	01-Sep-2022	50011454	08-Sep-2022	70000211	$4,789.20	$239.46	$0.00	$4,164.00	$200.00	-$664.66	
											-$1,320.45
450417	27-Aug-2022	50011476	01-Sep-2022	70000225	$2,604.48	$130.22	$0.00	$2,264.64	$100.00	-$370.06	
	30-Aug-2022	50011476	01-Sep-2022	70000228	$1,725.00	$86.25	$0.00	$1,500.00	$75.00	-$236.25	
											-$606.31
Total					**$13,860.12**	**$455.93**	**$0.00**	**$12,051.36**	**$375.00**	**-$1,926.77**	

Net Remittance Amounts will be included to your next PAD payment for reported sales and returns

This takes the raw data from the processed order lines and summarizes and subtotals them by retailer for your records. It also adds the tax and container deposit (if any) details for the section.

Validation Errors

This shows any lines which were submitted in the file but were not processed because they contained validation errors.

Lines With Validation Errors

SITE ID	LDB SKU	RETAIL CUSTOMER LIC #	UOM	QUANTITY	PO ORDER DATE	RETURN DATE	REASON	VENDOR REFERENCE	Validation Error Reason
700333	1050293	450191	Each	36	5-Sep-22	06-Sep-2022	CNB_ERROR CORRECTION	WHS1005	No PO match to submitted SKU, Retailer, Order Date
700333	1046531	450026	Each	12	8-Sep-22	06-Sep-2022	CNB_DAMAGED	WHS1055	Duplicate Filename

*For validation errors please make the appropriate changes to the lines identified and re-submit **with a new file name**.

This shows exactly what data you submitted for these lines and adds a column which describes the reason for the validation error for that line. This will also be shown in the text of the email notification. When resubmitting corrected data please remember to:

- **Use a new filename for the resubmission**.
- **Only resubmit lines which contained validation errors. Do not resubmit any order lines which are present in the Processed Order Lines section of this summary.**

Understanding PAD notification

The LDB accounts receivable (AR) department will run the PAD ("Pre-Approved Debit") process for Cannabis direct delivery in our financial system on each business day. When this happens, it will look for any 'unapplied' invoices or credit memos for the DDLP. If it finds any it will calculate the net receivable amount and if that is a positive value, it will proceed to generate a remittance request for that amount which will withdraw said funds from the authorized bank account in your PAD agreement.

Please note: If the credits on your account are greater than the invoices, then no file will be generated until the sum of all outstanding invoices is greater than credits. Until that time, the credit will remain on your account as 'unapplied'.

When a PAD remittance request is generated, it will also send a notification email to you at least one business day before the funds are withdrawn from your account to ensure that your account has sufficient funds to clear the payment.

The subject of the email will follow the format below:

119189 DUAL CANNABIS INC PAD Settlement Notification for Direct Delivery Sales 16-Mar-2022

(Note: The date on the subject line is the earliest date when the funds will be remitted from your bank account so this email would have been sent on March 15)

The message will say:

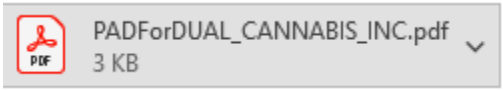
"This is an auto-generated email. Please do not reply to this email.

Thank you for your report of Direct Delivery Sales.

The remittance amount related to your recent direct delivery transactions will be withdrawn from your bank account as per the Pre-Authorized Debit agreement on the withdrawal date below. Attached are the PAD settlement notification with the breakdown of orders included into this payment and remittance invoices with the details of charges.

Direct Delivery Licenced Producer: DUAL CANNABIS INC
Notification Date: 15-Mar-2022
Withdrawal Amount: $ 442.73
Withdrawal Date: 16-Mar-2022

There will be a pdf attachment on the email.



The attachment will give a breakdown of all the invoices and credit memos that were applied to the payment.

Here is an example:

To: DUAL CANNABIS INC PAD Date: 16-Mar-2022
2 Someplace Road, Calgary, AB.

RE: PAD Settlement Notification

Please see the below breakdown of the Pre-Authorized Settlement amount to be withdrawn from your bank account on 16-Mar-2022.

Description of Charge:

Invoice No.	Invoice Date	Customer	Invoice Amount
10000022	28-Feb-2022	450008 White Machine 5000 Inc.	($6.57)
10000024	15-Mar-2022	450008 White Machine 5000 Inc.	($26.26)
70000159	14-Mar-2022	450008 White Machine 5000 Inc.	$20.02
70000160	14-Mar-2022	450008 White Machine 5000 Inc.	$160.07
70000163	15-Mar-2022	450711 Zaga Enterprises	$295.47
		Total Withdrawal Amount:	**$442.73**

Please ensure the funds are available for withdrawal on 16-Mar-2022.
Any payment dishonoured by the financial institution will result in a dishonored banking instrument service fee, as prescribed by the Minister of Finance.

The table elements are as follows:

Invoice no. – The LDB invoice or credit memo associated with a particular sale or returns report which you filed.

Invoice date – The date on which the sales or return report was filed.

Customer – This is the retailer that you sold the product to. If you are selling product to multiple retailers you need to report them each separately, but the PAD will pull them all together into one payment.

Invoice amount – This is a positive number for invoices and a negative number for a credit memo.

Total withdrawal amount – This is the sum of all the invoice amounts minus the credits that equals the amount which will be withdrawn from your bank account.

Understanding the monthly statement of account

After each calendar month, you will receive a Monthly Statement of Account. This is intended to be a record of all the financial transactions that you had with the LDB related to your direct delivery line of business.

You will receive an email sent to your email address on file with the LDB and will be similar to the following sample below:

DUAL CANNABIS INC - Statement of Account MAR-2022

This is an auto-generated email. Please do not reply to this email.
Attached is your Monthly Statement of Account for MAR-2022
If you have questions, please contact accounts.receivable@bcldb.com
BC Liquor Distribution Branch

DUAL CANNABIS INC - Statement of Account MAR 2022.pdf
16 KB

The Statement of Account. pdf attachment will look similar to the one pasted below:

BRITISH COLUMBIA | LIQUOR DISTRIBUTION BRANCH

Cannabis Direct Delivery Remittance Statement of Account

DUAL CANNABIS INC
2 SOMEPLACE ROAD
CALGARY AB C3C4D4

For the Month Ending: 31-MAR-2022

Transaction Date	Transaction Type	Invoice/CM Number	Charges	Credits	Balance
01-MAR-2022	**Opening Balance**				($6.57)
14-MAR-2022	Remittance Invoice	70000159	$20.02		$13.45
14-MAR-2022	Remittance Invoice	70000160	$160.07		$173.52
15-MAR-2022	Remittance Credit Memo	10000024		$26.26	$147.26
15-MAR-2022	Remittance Invoice	70000163	$295.47		$442.73
15-MAR-2022	PAD Payment			$442.73	$0.00
31-MAR-2022	**Closing Balance**				$0.00

Please direct enquiries to: accounts.receivable@bcldb.com

Transaction Date:
The date when the invoices and credit memos are entered into the LDB system is when you receive the remittance invoice/credit memo notification for each transaction.
The date for the pre-authorized debit (PAD) payment is when the PAD payment file is created and you receive the PAD notification. Please note that the actual withdrawal of funds from your bank account may occur on a later date.

While charges are billed and credits are immediately credited to your account, they will not result in any direct financial transaction until the next PAD payment is processed where outstanding charges are greater than the credits.

Transaction Types:

Opening/Closing Balance*:* This is the balance on your account at the beginning and the end of the reported calendar month. The closing balance from one month should always be the same as the opening balance for the next. The amount of the closing balance will be the opening balance plus all charges minus all credits. A positive balance is funds owed to the LDB and a negative balance indicates a credit on your account.

Remittance Invoice/Credit Memo*:* These will contain the total net remittance amount by report which you have submitted. The amounts will be the same as that shown on the remittance invoice which you receive for the reported sales and the remittance credit memo you receive for reported returns.

PAD Payment*:* When the PAD payment program is run by the LDB, it will pick up all new invoices and credit memos created since the last payment run. The monthly statement will only show the total of the payment amount. The breakdown of the invoices/credits are detailed in the PAD notification that is sent to you when the PAD payment is run.

Invoice/CM Number: The invoice or credit memo number in our system is related to each of your reported sales or returns. It is prominently displayed on the remittance invoice or credit memo notification you receive when you submit the order as well as on the payment breakdown section of the PAD settlement notification that you receive at the time the payment file is generated.

Charges/Credits: This displays the amount related to each of the lines of the report. Charges are owed to LDB and should be picked up by payments. Credits are owed back to you and will offset the charges at the time of payment.

Balance: The balance will start with opening balance, add charges or subtract credits to create a live running balance which will end with the closing balance at the end of the month.

Support and Reference Links

General Program Information

- Webpage: https://www.bcldbcannabisupdates.com/LDBDirectDeliveryProgram

Program Details for Cultivators and Processors

- Webpage: https://www.bcldbcannabisupdates.com/bcldb-cannabis-direct-delivery

Cultivator Registration

- Email: regemail@bcldb.com

Licensed Producer (Processor) Registration and Product Registration

- Email: cannabis.vendor@bcldb.com

Cannabis Product Updates

- Email: cannabis.vendor@bcldb.com

Cannabis Price Change Submissions

- Email: cannabis.pricing@bcldb.com

Submitting Sales and Return Reports for Direct Delivery

- Email: cannabisreporting@bcldb.com

LDB Payment Questions for Direct Delivery Transactions

- Email: cannabisreporting@bcldb.com