

**Subject: BCLDB Cannabis Direct Delivery Program Update: Important Changes to Your Submissions Effective July 9, 2023**

To: Licensed producers participating in cannabis direct delivery

Please be advised that BCLDB is continuing to make updates to the cannabis direct delivery program to enhance the sales and returns submission processes for licensed producers. **On July 9, 2023,** enhancements to the returns submission process and the vendor reference functionality will be implemented. This may require changes to how you currently submit returns and sales information to the BCLDB.

**New Returns Template**

An updated returns template will be posted to the **Sales and Returns Reporting** section of the direct delivery supplier website <https://www.bcldbcannabisupdates.com/bcldb-cannabis-direct-delivery>. As of **July 9, 2023**, this will be the required format for the returns template. Any returns submitted using the old template will result in validation errors.

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)

This new template facilitates these **changes in the reporting of returns:**

**LDB System Will Look Up and Auto-populate the PO Reference for Your Return**

You no longer have to look up or include the original LDB PO# in the returns file which you are uploading. Instead, when you supply the SKU, Retailer, Original Order Date and Qty; our system will look up which PO (if any) matches this data combination and apply the return based on that order.

**Submitting Returns for Multiple Retailers on One File to BCLDB**

As with sales reporting, you will now have the ability to submit returns transactions from multiple retailers and order dates on one file.

**New Returns Summary Report replaces the Remittance Credit Memos**

A new Return summary report will replace the remittance invoices (Credit Memos) you have received in the past. It will provide the detailed information of the returns you submitted and consolidates all returns transactions submitted on the same file. Note that if you still prefer one Credit Memo per order then you will want to send separate returns files for each retailer order.

## **Sales and Returns - Vendor Reference Rules Removed**

The 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.

This will reduce the number of unnecessary validation errors being flagged and facilitate maximum flexibility on how you track your own.

So, for instance if you are submitting sales for multiple retailers and dates on one file you may include the order number from your system or a reference to the customer name or number or date codes as a vendor reference and it does not need to be the same for every line of the file.

The only remaining validation on the Vendor Reference is that it must not exceed 12 characters in length to facilitate putting it onto the summary report.

## **Uniqueness Validation based Solely on Filename.**

Even though validation rules are being removed for the Vendor Reference they will continue to be enforced for filename.

This means that you may not submit a file which has the same filename as you have used for a previous submission. This includes the submission of corrected data which was flagged as a validation error in the past. It needs to be re-submitted with a new filename.

## **Vendor Reference Data shown at line level on the Summary Report**

Since we are allowing a variety of vendor references to be used on the same file it makes sense to report the Vendor Reference value as a column in the Details section of the Remittance (and Return) Summary Report which can be populated for each line of the file submitted.

## **Validation Error Messaging for Returns Submissions**

Notification of validation errors for your returns submission will now be included in the Return Summary Report and related email.

If there are any validation errors in your returns 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 Return 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 or else they will be processed again.
- **When resubmitting corrected data, you must use a new filename to pass validation.**

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