



**LIQUOR  
DISTRIBUTION  
BRANCH**

# Product Registration Process

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BC Agents Representing Out of Province Suppliers

**Wholesale Operations, Vendor Relations Department**

**September 2020  
Version 1.0**

BC Liquor Distribution Branch | Wholesale Operations

3383 Gilmore Way, Burnaby, British Columbia, V5G 4S1 t 604.252.8700 e [ldbagentinfo@bcldb.com](mailto:ldbagentinfo@bcldb.com)

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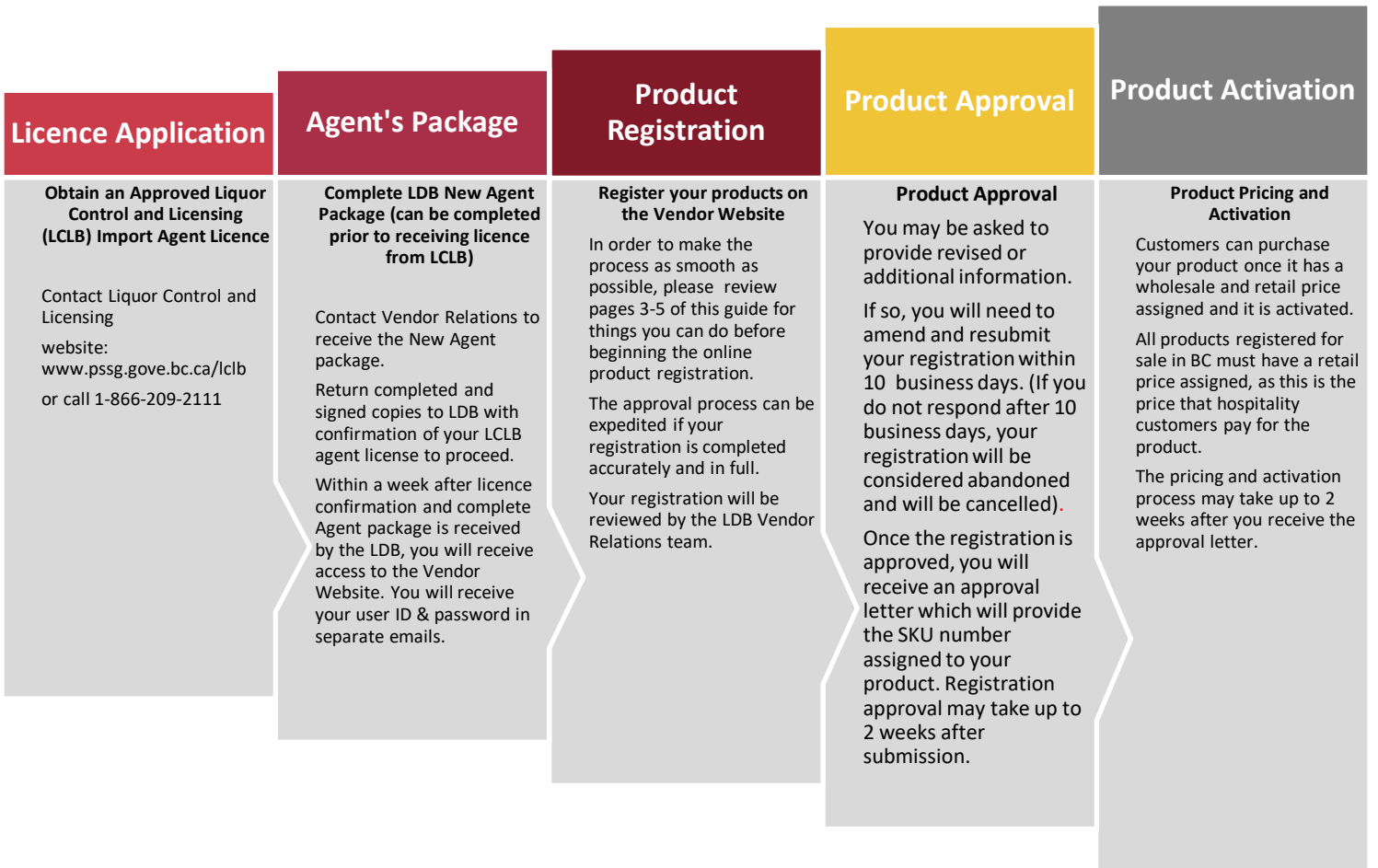
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# Introduction

This guide is intended to help BC Agents navigate the LDB product registration and activation process.

Below is an outline of the process from applying for an Agent License to Product Activation.

The estimated time from product registration to product activation (when you can begin selling your product) will generally be 2 to 4 weeks. Ensuring that your registration is complete and accurate will expedite this process.



## Read This First

### □ **Agent & Supplier Authorization**

Inside the agent package are two types of supplier authorization letters. Please use the Supplier Authorization Domestic Agent agreement for Out of Province suppliers. A supplier authorization letter is required each time a new supplier is added to an agent's portfolio. Your product will not be approved for registration without a signed authorization letter.

LDB commits to protecting BC agents and their suppliers by requesting supporting documentation in instances where brand ownership, representation, or authorization is not clearly defined. LDB reserves the right to decline registrations for products when supplier authorization is not clearly documented.

Submit only one authorization letter per supplier.

#### 1. **Supplier Authorization Domestic Agent**

- Title ownership = Supplier
- The LDB pays the agent OR supplier (depending on the agreement)
- The import supplier's Canadian GST number is requested

### □ **Barcodes**

If your packaged product will be distributed by the LDB or sold to BC Liquor Stores, it requires a unique UPC (Universal Product Code – barcode on bottles) and SCC (Shipping Container Code – barcode on cases). UPC and SCC codes are non-transferrable.

Kegs do not require UPC and SCC codes as these are not distributed by the LDB

Product Type	UPC	SCC
Packaged product	Required	Required
Kegs	Not required	Not required

If the product you are registering does not require a UPC or SCC, press the space bar twice in the UPC and SCC fields.

If you do not have barcodes and wish to purchase them from the LDB, you may inquire at [ldbprdata@bcldb.com](mailto:ldbprdata@bcldb.com). The current price as of this date's publication is 15 sets for \$50.

## □ **Canadian Federal Requirements for Labeling and Traceability**

The agent/supplier is responsible for ensuring labels meet [Canada Food Inspection Agency rules and regulations](#) and that products are in compliance with the [Food and Drugs Act](#). You may also find information in the [Consumer Packaging and Labelling Act and Regulations guideline](#).

The agent/supplier is responsible to ensure the product can be traced to the immediate customer and back to the immediate supplier. For more information on the traceability requirements, please refer to the [Regulatory requirements: Traceability](#) published by the Canadian Food Inspection Agency.

## □ **Social Responsibility**

Product approval is subject to compliance with the LDB's policy on Social Responsibility Criteria for Registration of Liquor Products. This policy can be found on the [LDB Vendor Website](#).

## □ **Valid container type**

It is very important that the correct container type is selected as it affects deposits and recycling fees. More information about container types can be found on pages 21-22. If you are unsure, please contact a Vendor Relations Analyst.

As per the *Recycling Regulation of BC's Environmental Management Act*, all beverage alcohol must be sold in a container that can be refilled or recycled. Containers must be covered by a stewardship plan that has been approved by the BC Ministry of Environment. Please refer to page 21 for details.

## □ **Core Sizes for Spirits**

LDB follows the Core Size Agreement, developed in conjunction with the Canadian Association of Liquor Jurisdictions (CALJ) for the registration of distilled spirits.

Only standard core sizes may be registered for domestic and imported spirits and non-spirits which bear spirit names (e.g. wine based schnapps and wine based cream liqueurs).

Standard core sizes for distilled spirits less than three litres are:

- 50 ml
- 200 ml
- 375 ml
- 750 ml
- 1.14 litres
- 1.75 litres

Standard core sizes for Duty Free distilled spirits products are:

- 1 litre
- 1.5 litres

There are limited exception cases where small quantities of a non-standard bottle size may be approved for a registration. If an application for a non-core size spirit is cancelled, Agents/Suppliers may request an exception by email to the LDB Wholesale Operations Vendor Relations Analyst team at ([ldbvendorhelp@bcldb.com](mailto:ldbvendorhelp@bcldb.com)). Please see our Core Size Policy posted on the Vendor Website.

☐ **Core Sizes for Wine**

Per CFIA, wine bottled after January 1, 1979 may only be sold in Canada in a container size that has a net quantity of product of 50, 100, 200, 250, 375, 500, or 750 millilitres or 1, 1.5, 2, 3 or 4 litres.

☐ **Wholesale Price**

The [Wholesale Pricing Guide for Vendors](#) is available on the Vendor Website on the Pricing Information page [Wholesale Pricing Information](#)

Refer to the [Wholesale Pricing Calculator](#) on page 29 for information on how to access and use the Wholesale Pricing Calculator. If you require assistance, you can contact Wholesale Pricing at 604.252.8701 or [wholesalepricing@bcldb.com](mailto:wholesalepricing@bcldb.com).

☐ **Product Classification**

Beer-based products may fall under the beer or refreshment beverage classification category. Please be aware that refreshment beverages have different markup rates and distribution rules than beer. The LDB may request product samples (at the agent's expense) for the purpose of classification and reserves the right to make the final determination of a product's classification.

## □ Ways to Contact the Vendor Relations Team

Our business hours are Monday to Friday 8:00am to 4:00pm. We are closed on statutory holidays.

We can be reached by phone at 604-252-8700.

By email, the Vendor Relations team has 4 mailboxes to serve you.

<a href="mailto:ldbprdata@bcldb.com">ldbprdata@bcldb.com</a>	<a href="mailto:ldbvendorhelp@bcldb.com">ldbvendorhelp@bcldb.com</a>
<ul style="list-style-type: none"><li>✓ Product change forms</li><li>✓ Requests to add UPC/SCC codes</li></ul>	<ul style="list-style-type: none"><li>✓ Issues with Vendor Website login or passwords</li><li>✓ Vendor Website technical problems</li></ul>
<a href="mailto:ldbagentinfo@bcldb.com">ldbagentinfo@bcldb.com</a>	<a href="mailto:customerspecificproduct@bcldb.com">customerspecificproduct@bcldb.com</a>
<ul style="list-style-type: none"><li>✓ Letters of authorization</li><li>✓ Supplier letters of termination</li><li>✓ Agent and/or Goods Transfer forms</li><li>✓ Changes to vendor information (address, GST#, contact email, etc)</li></ul>	<ul style="list-style-type: none"><li>✓ Customer Specific requests</li></ul>

## Getting Started

When you are ready to register a new product, go to the Vendor Website:

<https://vendor.bclddb.com/vendorsite/index.jsp>

**Sign in to access services**

This website is provided by the BC Liquor Distribution Branch for the use of authorized liquor and Canadian liquor suppliers doing business with the BC Liquor Distribution Branch.

If you already have a Username and Password, please **sign in**:

Username

Password

Forgot your password? Click [here](#)

Type in your  
username &  
password.  
Then click  
the Sign In  
button.

**BRITISH COLUMBIA**  
**LIQUOR DISTRIBUTION BRANCH**

Wed Feb 24, 2016

[PRODUCT APPLICATIONS](#)

[PRICING INFORMATION](#)

Welcome to the LDB Website for Industry Partners

Click on  
Product  
Applications






**Click on  
Register**

allows you to manage your registration and/or listing applications for products, i.e., su

**register (submit registration application) for products that are already listed in**  
**been submitted in the province in the past or to find out if it was previously listed in the province. A li**  
**stores. When a new listing application, choose the appropriate 'List' link below.**

Quick Links

- [Register](#) a new product for distribution in British Columbia
- [List](#) a product that you've submitted a registration application for
- [List](#) a product that is already registered with the LDB
- [Resume](#) an unsubmitted application (registration or listing)
- [Check](#) the status of a submitted registration or listing application
- [Search](#) for any of your applications and/or letters related to the applications
- [Cancel](#) an application
- [Clone](#) an old application to create a new application
- [Request](#) a change to your submitted application (Please include your application reference number)

 **LIQUOR DISTRIBUTION BRANCH**

Tue Feb 23, 2016

PRODUCT APPLICATIONS | REPORTS | NEWS & ...

To Do List | Search

**Register Product**

**PROCEED TO REGISTER PRODUCT**

Do you have all the necessary product information (e.g. UPC, brand name, size, display price)? Information that is required but not supplied correctly will result in a delay in processing your application. The LDB reserves the right to cancel your application at any time.

To start a new registration application for a product that has never been sold/listed in BC before, click on the "Proceed to Register Product" button below.

To resume a saved but unsubmitted registration application, click on the "Resume Existing Application" button below.

**NOTE: A registration is not required if your product has been listed with the LDB in the past. If you are not sure, please call our Product Data Administration area (within Purchasing department). To change the listing status of an active product from restricted to general/specialty/conditional (for sale in government liquor stores), use the 'List Product' sub-tab above.**

Click on Proceed to Register Product

**Terms & Conditions**

TERMS AND CONDITIONS OF REGISTRATION

1. The Registration Terms and Conditions apply to all product available and registered for sale in the Province including product which is listed for sale in Government Liquor Stores. Additional terms and conditions apply specifically to products listed for sale in Government Liquor Stores (see Listing Term and Conditions).

2. The submission by the Supplier of a Registration Application form ("Registration Application") constitutes a request by the Supplier for the Liquor Product eligible for sale in British Columbia. The Supplier agrees to accept the terms and conditions of registration for sale in British Columbia. The Supplier agrees to accept the terms and conditions of registration for sale in British Columbia.

ACCEPT

Review and Accept Terms & Conditions

**LIQUOR DISTRIBUTION BRANCH** VENDOR ONLINE  
Thu Sep 17, 2015 PRODUCT APPLICATIONS REPORTS NEWS & INFORMATION RESOURCES PRICING INFORMATION Welcome, drhopp  
To Do List Search Applications

### Product Registration Application Wizard

Welcome to the product registration wizard. Below is an overview of the registration application procedure. It takes approximately 15 minutes to complete and submit your registration application. Please ensure that you have all of the necessary product information as you must complete one step at a time.. At any time, you may save what you've entered and continue at a later date.  
**NOTE: A registration application can only be launched/opened from a PC-based computer at this time. MAC-based computer users may either submit a registration application on a PC-based computer or arrange with the LDB Portfolio Management area to submit the registration application on your behalf. We are working to resolve this issue and apologize for the inconvenience.**

- Step 1 - Agent & Supplier Information
- Step 2 - Product Information
- Step 3 - Pricing & Costing Information
- Step 4 - Additional Comments & Authorization
- Step 5 - Review Application Summary and Submit Registration Application

**START APPLICATION**

**Click on Start Application**

There are 5 steps to the registration form as shown on the following pages.

Explanations of each numbered section can be found on pages 17 onwards.

# Registration | Step 1 of 5



**LIQUOR  
DISTRIBUTION  
BRANCH**

Registration Application # 0

## Step 1 of 5 - Agent & Supplier Information ?

1 2 3 4 5

Please enter the relevant vendor details below:

Email Address for Notifications\*

thomas@bcwineagents.com ?

Note: Ensures that you receive any information requests or notifications regarding application's status.

### Supplier Information

BCLDB Supplier Number

15352 ?

PREFILL ?

VIEW SUPPLIER LIST

Single Business Number (SBN)

?

Supplier Name\*

Avery Vineyards

Phone Number\*

303-555-1212

Fax Number

Street Address\*

1234 Lincoln Avenue

Address 2

City\*

Portland

Province/State\*

Oregon

Country\*

UNITED STATES OF AMERICA ▼

Postal Code\*

32358

Email Address (other)

### Agent Information

BCLDB Agent Number

1815 ?

PREFILL ?

Single Business Number (SBN)

?

Agent Name\*

BC Wine Agents ?

Phone Number\*

604-555-1212

Fax Number

Street Address\*

456 McLean Avenue

Address 2

City\*

Coquitlam

Province/State\*

BC

Country\*

CANADA ▼

Postal Code\*

V9R 5A6 ×

Email Address (other)

?

CLOSE

CLOSE  
WINDOW

SAVE

SAVE INFO

SAVE & CONTINUE ▶

PROCEED TO  
NEXT SCREEN

\*=Required Field

# Registration | Step 2 of 5



**LIQUOR  
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BRANCH**

Registration Application #: 106100

## Step 2 of 5 - Product Information

1 2 3 4 5

Please enter the relevant product details below:

4	Universal Product Code	<input type="text" value="0000000000000"/>	?	Note: The SKU you enter will be checked for availability and validity and is not confirmed for use in BC until you receive the formal approval letter.
	Shipping Container Code	<input type="text"/>	?	
	SKU	<input type="text"/>	?	
5	Product Name*	<input type="text" value="CABERNET SAUVIGNON - AVERY VINEYARDS"/>	?	
	Vintage*	<input type="radio"/> Yes <input type="radio"/> No	?	
	Vintage Year*	<input type="text" value="2016"/>	?	
	Category*	<input type="text" value="Wine"/>	?	
6	Sub-Category*	<input type="text" value="USA Wine"/>	?	
	Class*	<input type="text" value="USA Red Wine"/>	?	
	Region*	<input type="text" value="Oregon"/>	?	
	Subregion *	<input type="text" value="N/A"/>	?	
	Flavour *	<input type="text" value="Select Description..."/>	?	Note: The flavour is used in a specific Spirits and Beverages product.
7	Packaged/Draught*	<input type="text" value="Select Description..."/>	?	Note: The Packing Options is used in a specific Beer and Beverages product.
	Wine Colour *	<input type="text" value="RED"/>	?	Note: The Wine Colour is used in a specific Wine product.
	Grape Variety *	<input type="text" value="CABERNET SAUVIGNON"/>	?	Note: The Grape Variety is available in a specific Wine product.
8	% Alcohol Volume*	<input type="text" value="13.0"/>		
9	Base Materials*	<input type="text" value="N/A"/>		Note: 'Base Materials' is mandatory when one of the the following Category is Selected: 'Beer', 'Spirits', 'Refreshment Beverages' and Wine - 'Sake', 'Fortified', 'Other'.
10	Variety Pack	<input type="checkbox"/> Yes		Note: Please check this box if the product being registered is a Variety pack.
11	Country of Origin*	<input type="text" value="UNITED STATES OF AMERICA"/>	?	
	Region/State/Province/Appellation*	<input type="text" value="Oregon"/>	?	
	Bottling Point Country*	<input type="text" value="Other"/>	?	
	Bottling Point Location*	<input type="text" value="Outside Canada"/>	?	
	Country of Export	<input type="text" value="UNITED STATES OF AMERICA"/>	?	
	State or Province of Export	<input type="text" value="Oregon"/>	?	

## Registration | Step 2 of 5 (continued)

12

Product Container Type\*

GLASS-NO REFILL ?

Glass Weight Category\*

500 grams and over ?

Product Closure\*

Cork-Natural ?

Note: The agent and/or supplier is responsible for ensuring the product complies with federal acts and regulations and the requirements of the Canadian Food Inspection Agency.

**New** Does the Product Comply with the Canadian Federal Requirements for Labelling and Traceability?\*

Yes ? [CFIA - Food Labelling for Industry](#) | [CFIA - Regulatory Requirements for Traceability](#) | [Safe Food for Canadians Regulations](#) | [Safe Food for Canadians Act](#) | [Food and Drug Act](#)

13

Allergen Declaration

(max. 250 characters)\*

No Known Allergens, Peanuts, Tree Nuts, Sesame, Seeds, Milk, Eggs, Soy, Sulphites

Sulphites

14

Brewery Type

Select.. ?

Brewery Volume

Select.. ?

Dist. Channel

LDB ?

If private, please name

N/A ?

[← BACK](#)

GO TO  
PREVIOUS

\*=Required Field

[SAVE](#)

SAVE INFO

# Registration | Step 3 of 5

## Step 3 of 5 - Product Cost Information ?



**Brand name: CABERNET SAUVIGNON - AVERY VINEYARDS**

Please enter the product price details below:

Item Size  
(In litres)\*

0.75 ?

# Bottles  
Per Selling Unit\*

SINGLE BOTTLE ?

# Selling Units  
Per Case\*

12 ?

Note: All quotations must be in \$CDN and FOB point will be Vancouver.

Prime Cost / Case\*

225.70 ?

Domestic Charge / Case

13.50 ?

Duty Paid Cost / Case

?

Estimated Wholesale Price\*

31.99 ?

**← BACK**

GO TO  
PREVIOUS

\*=Required Field

**CLOSE**

CLOSE  
WINDOW

**SAVE**

SAVE INFO

**SAVE & CONTINUE ►**

PROCEED TO  
NEXT SCREEN

15

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# Registration | Step 4 of 5

Step 4 of 5 - Additional Comments & Authorization ?

1 2 3 4 5

**Brand name: CABERNET SAUVIGNON - AVERY VINEYARDS**

Please enter any comment (max. 1000 characters including spaces) below:

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### Attachments

Please note: This section is intended for attaching product images. For packaged product, a image of the product label and the product container is required. For draught products, a image of the product container is required. These labels will be reviewed for Social Responsibility and approval of this registration does not imply compliance with the CFIA labelling standards.

You must attach a minimum of one (1) digital document, which will be submitted along with your application. To replace or update any item, simply re-attach it. For security reasons .exe, .cmd, .bat, .vbs, & .com file extensions will be blocked. For performance reasons, please keep attachments under 2MB:

18

Description*	<input type="text" value="label"/>	1-Background.jpg - <a href="#">Remove</a>
Description	<input type="text"/>	Attachment <input type="text"/> <a href="#">Browse...</a>
Description	<input type="text"/>	Attachment <input type="text"/> <a href="#">Browse...</a>
<input type="button" value="Attach File(s)"/>		

Signing Officer Name*	<input type="text" value="Thomas Henry"/>	?
Signing Officer Title*	<input type="text" value="President"/>	?

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Program Type applied for:\*  ?

Note: You are currently registering your product. Please proceed to the listing application to list your product.

Customer Specific Product\*  Yes  No ?

[← BACK](#)

GO TO  
PREVIOUS  
\* = Required Field

[CLOSE](#)

CLOSE  
WINDOW

[SAVE](#)

SAVE INFO

[SAVE & CONTINUE ▶](#)

PROCEED TO  
NEXT SCREEN



# Registration | Step 5 of 5

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Step 5 of 5 - Review Application Summary



Please confirm the following details are accurate and complete before submitting this registration application for review:

Agent & Supplier Information <a href="#">[edit section]</a>			
Email Address for Notifications*		thomas@bcvineagents.com	
BCLDB Supplier No.	15352	BCLDB Agent No.	1815
Single Business No. (SBN)		Single Business No. (SBN)	
Supplier Name*	Avery Vineyards	Agent Name*	BC Wine Agents
Phone Number*	303-555-1212	Phone Number*	604-555-1212
Fax Number		Fax Number	
Street Address*	1234 Lincoln Avenue	Street Address*	456 McLean Avenue
Address 2		Address 2	
City*	Portland	City*	Coquitlam
Province/State*	Oregon	Province/State*	BC
Country	UNITED STATES OF AMERICA	Country	CANADA
Postal Code	32358	Postal Code	V6R 5A6
Email Address (other)		Email Address (other)	

Product Information <a href="#">[edit section]</a>			
UPC / EAN	0000000000000	SCC	SKU **SKU not approved for use until application is approved. Purchase orders submitted for unapproved SKUs will be discarded.
Product Name*	CABERNET SAUVIGNON - AVERY VINEYARDS		
Vintage*	yes	Vintage Year	2016
Category*	Wine	Sub-Category*	USA Wine
Class*	USA Red Wine	Flavour	N/A
Region	Oregon	Subregion	N/A
Wine Colour	RED	Grape Types*	CABERNET SAUVIGNON
Packaged/Draught	N/A	Base Material*	N/A
Variety Pack	no		
% Alcohol Volume*	13.0	Beer Type	N/A
Beer Style	N/A	Beer Body	N/A
Beer Primary Flavour	N/A	Beer Secondary Flavour	N/A
Country of Origin*	UNITED STATES OF AMERICA	Region / State / Province*	Oregon
Bottling Point Country*	Other	Bottling Point Location*	Outside Canada
Country of Export	UNITED STATES OF AMERICA	State / Province of Export	Oregon
Product Container Type*	GLASS-NO REFILL	Product Closure	Cork-Synthetic
		Label Conforms to Standards?*	yes
Glass Weight Category	500 grams and over		
Allergen Declaration*	No Known Allergens		
Brewery Type		If Brew Pub	
Beer Distribution Channel	None	If private, please name	N/A

Product Cost Information <a href="#">[edit section]</a>			
Bottle Size (In litres)*	0.75	# Bottles Per Selling Unit*	SINGLE BOTTLE
# Selling Units Per Case*	12	Prime Cost/Case*	225.70
Domestic Charge/Case	13.50	Duty Paid Cost / Case	
Estimated Wholesale Price*	31.99		

Additional Comments & Authorization <a href="#">[edit section]</a>			
Comments			
Attachment 1	1-Background.jpg	label	
Attachment 2			
Attachment 3			
Signing Officer Name*	Thomas Henry	Signing Officer Title*	President
Program Type applied for*	Speculative	Customer Specific Product*	no

[PRINT](#)   [DELETE](#)   [CLOSE](#)   [SUBMIT](#)  
PRINT   DELETE   CLOSE   SUBMIT

Click [SUBMIT](#) to complete.

## Registration Fields Explained

1

### EMAIL ADDRESS

All email communication regarding the registration will be sent to the address provided here. We recommend a shared email address if possible.

2

### SUPPLIER INFORMATION

The BCLDB supplier number is the four- or five-digit supplier number assigned to the supplier. If your supplier is new to LDB, a supplier number will be assigned. A signed Letter of Authorization must be on file for your registration to be approved.

Leave the Single Business Number (SBN) field blank.

Enter the supplier name and address. You can use the prefill button to quickly populate the supplier number and contact information from the last registration you submitted for the same supplier number.

3

### AGENT INFORMATION

The BCLDB agent number is the four digit agent number assigned to your agency.

You can use the prefill button to quickly populate the agent number and contact information from the last registration you submitted.

If this registration is for...	Enter the following number in the Agent Information section...
<b>An imported product</b>	BCLDB agent number
<b>Out of province wine or spirit</b>	BCLDB supplier number
<b>Out of province beer (private distribution)</b>	BCLDB agent number
<b>Out of province beer (LDB distribution)</b>	BCLDB supplier number

4

### BARCODES

If your packaged product will be distributed by the LDB or sold to BC Liquor Stores, it requires a unique UPC (Universal Product Code – barcode on bottles) and SCC (Shipping Container Code – barcode on cases). UPC and SCC codes are non-transferrable.

Kegs do not require UPC and SCC codes as these are not distributed by the LDB

Product Type	UPC	SCC
<b>Packaged product</b>	Required	Required
<b>Kegs</b>	Not required	Not required

If the product you are registering does not require a UPC or SCC, press the space bar twice in the UPC and SCC fields.

If you do not have barcodes and wish to purchase them from the LDB, you may inquire at [ldbprdata@bclldb.com](mailto:ldbprdata@bclldb.com). The current price as of this date's publication is 15 sets for \$50.

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**PRODUCT NAME**

Naming conventions vary based on product type. Basic rules for product names are as follows:

- All information should be in CAPITAL letters
- Insert spaces before and after the hyphen
- Do not include accents and symbols

Please refer to tables below for basic naming conventions.

WINE		
Product Type	Basic Naming Convention	Example
<b>New World Wines</b> (eg, North & South America, New Zealand, Australia)	GRAPE VARIETY (if stated on front label) or PROPRIETARY NAME (if no grape variety stated on front label) – PRODUCER + other key information (eg, special cuvee or vineyard name)	CHARDONNAY – AVERY VINEYARDS or BLACK LABEL – AVERY VINEYARDS
<b>Old World Wines</b> (Europe)	APPELLATION + (grape variety if stated on front label) – PRODUCER + other key information (eg, special cuvee)  Do not include IGT, DOC, DOCG, AOC, etc in the brand name	COTES DE RHONE – AVERY VINEYARDS or BAROLO – AVERY VINEYARDS
<b>Bordeaux</b>	APPELLATION (region) - CHATEAU NAME + VINTAGE  Do not include IGT, DOC, DOCG, AOC, etc in the brand name	SAUTERNES – CHATEAU LAFAURIE PEYRAGUEY 1997
<b>Sparkling</b>	PRODUCER – other key information (and/or GRAPE VARIETY for New World only)  Do not include IGT, DOC, DOCG, AOC, etc in the brand name	TORRES FAMILY – ROSE (Old World)  JACKSON HILLS – SPARKLING SHIRAZ (New World)

SPIRIT		
Product Type	Basic Naming Convention	Example
<b>Spirits</b>	BRAND NAME – PROPRIETARY NAME or STYLE + other key information stated on front label (eg, flavor)	AVERY DISTILLERY – VODKA (Domestic) or NICHOLSON – CITRON VODKA (Import)

<b>BEER</b>		
<b>Product Type</b>	<b>Basic Naming Convention</b>	<b>Example</b>
<b>Beer in glass bottles</b>	BREWERY NAME – BEER STYLE and/or PROPRIETARY NAME + other key information	ABC BREWERY – PALE ALE or ABC BREWERY – LIGHT PILSNER
<b>Beer in cans &gt; 400 ml</b>	BREWERY NAME – BEER STYLE and/or PROPRIETARY NAME + other key information (include container type)	ABC BREWERY – PALE ALE TALL CAN
<b>Beer in cans &lt;= 400 ml</b>	BREWERY NAME – BEER STYLE and/or PROPRIETARY NAME + other key information (include container type)	ABC BREWERY – PALE ALE CAN
<b>Beer variety packs in cans</b>	BREWERY NAME – BEER STYLE and/or PROPRIETARY NAME + other key information (include container type)	ABC BREWERY – SUMMER VARIETY PACK CAN
<b>Beer variety packs in bottles</b>	BREWERY NAME – BEER STYLE and/or PROPRIETARY NAME + other key information	ABC BREWERY – SUMMER VARIETY PACK
<b>Kegs</b>	BREWERY NAME – BEER STYLE and/or PROPRIETARY NAME + <size in litres> and container type	ABC BREWERY – PALE ALE 20L KEG

<b>REFRESHMENT BEVERAGE</b>		
<b>Product Type</b>	<b>Basic Naming Convention</b>	<b>Example</b>
<b>Refreshment beverage in glass bottles</b>	BRAND NAME or PRODUCER – PRODUCT STYLE and/or PROPRIETARY NAME + other key information	ABC BREWERY – HARD ROOT BEER (domestic) or AVERY VINEYARDS – SANGRIA (domestic) or JACKSON'S HARD ICED TEA (import)
<b>Refreshment beverage in cans (any size)</b>	BRAND NAME or PRODUCER – PRODUCT STYLE and/or PROPRIETARY NAME + other key information (include container type)	ABC BREWERY – HARD ROOT BEER CAN
<b>Refreshment beverage variety packs in cans</b>	BRAND NAME or PRODUCER – PRODUCT STYLE and/or PROPRIETARY NAME + other key information (include container type)	ABC BREWERY – SUMMER ROOT BEER VARIETY PACK CAN
<b>Refreshment beverage variety packs in bottles</b>	BRAND NAME or PRODUCER – PRODUCT STYLE and/or PROPRIETARY NAME + other key information	ABC BREWERY – SUMMER ROOT BEER VARIETY PACK
<b>Kegs (cider only; coolers cannot be kegged)</b>	BRAND NAME or PRODUCER – PRODUCT STYLE and/or PROPRIETARY NAME + <size in litres> and container type	AVERY VINEYARDS – APPLE CIDER 20L KEG (domestic) or JACKSON'S CIDER 20 L KEG (import)

**6**

**CATEGORY / SUB CATEGORY / CLASS**

Select the appropriate categories for the product you are registering from the drop down menus. Contact the Vendor Relations team if you require assistance.

## **REGION / SUB-REGION / FLAVOUR**

Select the appropriate regions and flavor, if applicable.

7

### **PACKAGED/DRAUGHT (applicable for beer or cider only)**

Select either Draught or Packaged.

- Select “Draught” if your beer or cider product is  $\geq 18$  litres.
- All other beer or cider products are packaged.

### **WINE COLOUR / GRAPE VARIETY (applicable for wine only)**

Select from the drop down menu, if applicable

8

### **ALCOHOL VOLUME**

Enter the alcohol volume for your product here. If your product is a variety pack, enter the average alcohol volume of all items in the pack.

Beer exceeding 11.9% ABV is subject to a higher Canada Revenue Agency excise rate and may be subject to higher markup.

9

### **BASE MATERIALS**

This mandatory information is used to determine the classification of your product.

Enter the base materials of your product.

Please note: LDB Wholesale may request samples for tasting analysis. The LDB reserves the right to categorize products for registration.

10

### **VARIETY PACK**

This check box only applies to beer.

Check this box if your product is a beer variety pack, mixed pack, or sampler pack of products. Variety packs must contain products in the same category and container type. For example, a variety pack cannot contain both wine and beer products, or contain beer in both glass and aluminum containers.

You must list the individual selections/SKUs contained in the variety pack and their individual alcohol contents in the comments section of the form.

### **CLASSIFICATION OF MALT-BASED LIQUOR PRODUCTS**

Based on the Criteria for Classifying Malt-Based Liquor Product policy released in December of 2016, you must confirm that your beer contains the four base materials required. You must also declare if there is any carbohydrate matter, artificial, or novel sweeteners in your beer.

You can find this policy on the [LDB Vendor Website](#).

Please note: LDB Wholesale may request samples for tasting analysis. The LDB reserves the right to categorize products for registration.

If your product is a beer you will need to select attributes from the drop down menus. (This section will not appear on the registration form if your product is a variety pack beer or a non-beer product)

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Beer Type *	Select Description... ▼ ?
Beer Style *	Select Description... ▼ ?
Beer Body *	Select Description... ▼ ?
Beer Primary Flavour *	Select Description... ▼ ?
Beer Secondary Flavour	Select Description... ▼ ?

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11

## PRODUCT ORIGIN / BOTTLING POINT / EXPORT

Select the product origin, bottling point, and export information from the drop-down menus.

12

## PRODUCT CONTAINER TYPE

It is very important that the correct container type is selected as it affects deposits, recycling fees, and wholesale pricing.

As per the *Recycling Regulation of BC's Environmental Management Act*, all beverage alcohol must be sold in a container that can be refilled or recycled. Containers must be covered by a stewardship plan that has been approved by the BC Ministry of Environment.

Currently in BC, there are only two stewardship agencies that have plans approved by the Ministry of Environment. They are:

- a) **Encorp Pacific (Canada)** – the stewardship agency for non-refillable (recyclable) glass bottles; and
- b) **Brewers Distributor Ltd. (BDL)** – the stewardship agency for refillable glass bottles and aluminum cans.

Container Type	Description
<b>GLASS – NO REFILL</b>	Recyclable glass containers
<b>BAG IN BOX</b>	Plastic bag in cardboard box
<b>OTHER (CERAMIC, CRYSTAL, ETC)</b>	Non-standard containers. LDB Wholesale may request additional information about the container.
<b>GLASS-STAND BTL-REFILL<sup>1</sup></b>	BDL industry standard brown beer bottles only. Standard size is 341 ml. Generally applies to domestic beer only
<b>GLASS-NON STAND BTL-REFILL<sup>1</sup></b>	BDL non-standard bottles. Proprietary, clear or green, cider/cooler bottles. Standard sizes are 341 ml and 330 ml. Generally applies to domestic beer only
<b>PLASTIC PET, TETRA PAK, POUCH</b>	Plastic or tetra pack container.
<b>ALUMINUM</b>	Cans, tall cans, and 5 L mini kegs
<b>KEGS – BEER, CIDER, WINE</b>	Traditional steel/metal kegs or wooden casks. \$30 deposit is applied for this container type.
<b>KEGS- \$5 DEPOSIT</b>	8.5 L Party Pigs \$5 deposit is applied for this container type.
<b>BULK (BREW PUB)</b>	Pipeline (for brew pub licences only) Applies to domestic brewpub only
<b>BULK (OTHER)</b>	≥18 L refillable keg No deposit applied
<b>NON LIQUOR</b>	Not applicable
<b>DEALC – GLASS – NO REFILL</b>	Applicable to de-alcoholized beer. \$0.05 deposit attached to this container type
<b>KEGS – NO REFILL</b>	Key kegs, key casks, petainers, pub kegs
<b>GROWLER</b>	1 L and 1.89 L growler containers
<b>CULINARY</b>	Not applicable

## PRODUCT CLOSURE

Select the product closure from the drop down list.

## CANADIAN FEDERAL REQUIREMENTS FOR LABELLING AND TRACEABILITY

The agent/supplier is responsible for ensuring labels meet [Canada Food Inspection Agency rules and regulations](#) and that products are in compliance with the [Food and Drugs Act](#). You may also find information in the [Consumer Packaging and Labelling Act and Regulations guideline](#).

The agent/supplier is responsible to ensure the product can be traced to the immediate customer and back to the immediate supplier. For more information on the traceability requirements, please refer to the [Regulatory requirements: Traceability](#) published by the Canadian Food Inspection Agency.

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<sup>1</sup> Please note, before registering your container type as a refillable glass bottle, you must provide the LDB with documentation to verify that your product is covered by BDL's refillable bottle program. This information can be emailed to the LDB Environmental Initiatives Manager.

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## ALLERGEN DECLARATION

Enter potential allergens in your product or you may select from the available options listed above the box

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## BREWERY TYPE & VOLUME (required for beer registrations only)

- Brew Pub
  - Select if you have a brew pub sales agreement with the LDB
- Micro
  - Select if annual production of brewery and affiliated breweries was less than 15,000 HL in the last calendar year
- Regional
  - Select if annual production of brewery and affiliated breweries was between 15,000 and 350,000 HL in the last calendar year
- Commercial
  - Select if annual production of brewery and affiliated breweries exceeded 350,000 HL in the last calendar year

## BEER DISTRIBUTION CHANNEL (required for beer registrations only)

There are two distribution channels for beer and a supplier can only elect one channel for its packaged products. An agent may represent multiple beer suppliers, each supplier with different distribution channels.

- LDB Distribution
  - LDB distributes some or all of your packaged product
  - Distribution charge of \$0.10 per L is added to the wholesale price
  - Contact a Vendor Relations Analyst to learn how to apply for LDB distribution and waitlist information
- Private Distribution
  - An approved third party warehouse distributes all of your products

To determine which distribution channel to select for your product, please refer to the table below:

	Packaged Product	Draught Product (includes kegs, growlers, pipeline)
<b>LDB distributes some or all of a supplier's packaged product</b>	Choose LDB distribution	Choose PRIVATE distribution
<b>Approved 3<sup>rd</sup> party warehouse distributes all of a supplier's products</b>	Choose PRIVATE distribution	Choose PRIVATE distribution



## CASE CONFIGURATION

- Item Size
  - The size in litres of a single bottle or container. For example, if the product is sold in 750ml single bottles, you would select “0.75” from the drop-down list.
- # Bottles Per Selling Unit
  - The number of containers in a selling unit. For example, if the product is sold in single bottles, you would enter the number “1” in this field. If the product is sold in a six-pack, you would enter “6”.
- # of Selling Units Per Case
  - This is the number of selling units in the **shipping case**. For example, if a shipping case contains four 6-packs, you would enter “4” in this field. If the product is sold in single bottles, and there are 12 in a shipping case, you would enter “12”. This is **not** the number of cases on a pallet.

## PRODUCT COST

- Prime Cost/Case
  - The cost of the product per case, in Canadian dollars, including freight (land or ocean) to Vancouver
  - This is a required field.
- Domestic Charge/Case
  - This charge applies only to imported products. This is the cost incurred by the BC agent (eg. warehousing, local freight, and advertising) plus the agent profit.
  - This field is optional for imported products
- Duty Paid Cost/Case
  - The supplier price of domestic wine and beer, per case, in Canadian dollars. The supplier price typically includes product cost, duties, warehousing, freight, advertising, and supplier profit
  - You may leave this field blank for import products
- Estimated Wholesale Price
  - The estimated wholesale price, in Canadian dollars, per selling unit (eg, bottle/pack/keg) to wholesale customers. The information in this field is used for information only and is not used in calculating the actual wholesale price. The actual wholesale price is calculated using the prime cost + domestic charges entered.

For Wholesale Pricing information please contact the Wholesale Pricing team at [wholesalepricing@bcldb.com](mailto:wholesalepricing@bcldb.com)

## COMMENTS

- Use this space to communicate additional information about the product you are registering. Some examples of information entered here are:
  - The individual selections/SKUs contained in variety packs and their individual alcohol contents
  - Product is for a special program (e.g., Wine Festival)
  - Production process or ingredient information

## ATTACHMENTS

- This section is intended for attaching packaged product labels and is mandatory. These labels will be reviewed for compliance with the LDB's Social Responsibility Criteria for Registration of Liquor Products policy. Approval of this registration does not imply compliance with the CFIA labelling standards. Subsequent changes to labels should be submitted to LDB by email to [ldbprdata@bcldb.com](mailto:ldbprdata@bcldb.com).

## SIGNING OFFICER NAME & TITLE

- The Signing Officer Name refers to the name of the individual who has been authorized by the agency or supplying company to represent and submit the registration application for this product. This is the person is responsible for the product.

## PROGRAM TYPE

Program Type	Description
Speculative	New wholesale products
Commercial	CSP and special orders
Duty Free	Duty free exclusive products
Producer Agency	For domestic products only
Producer Draft	For domestic products only

## CUSTOMER SPECIFIC PRODUCT

- This field is currently not in use. If you would like your product to be exclusively available to specific customers you may submit a Customer Specific Authorization Form (available on the Vendor Website, under the Resources tab).

## REVIEW

- Review your application before submitting

## After You Have Submitted Your Registration

### Vendor Relations

ldbagentinfo@bcldb.com

604-252-8700

- LDB Vendor Relations will review your registration and may ask you to provide revised or additional information. You will need to amend and resubmit your registration within 10 business days. If you do not respond after 10 business days, your registration will be considered abandoned and it will be cancelled.
- Once the registration is approved, you will receive an approval letter which will provide the SKU number assigned to your product. Registration approval can take up to 2 weeks after submission. Ensuring that your registration is completed accurately and in full will expedite this process.

### Wholesale Pricing

wholesalepricing@bcldb.com

604-252-8701

- The wholesale price will be calculated by LDB Wholesale Pricing. This may take up to 1 week.

### Merchandising

604-252-8593

- The retail price will be calculated by LDB Merchandising. This may take up to 1 week.

### Vendor Relations

ldbagentinfo@bcldb.com

604-252-8700

- All products registered for sale in BC must have a retail price assigned, as this is the price that hospitality customers pay for the product. After both wholesale and retail prices have been calculated, the product will be activated by LDB Vendor Relations. Once activated, wholesale customers can order this product.

# Appendices

## Appendix I – Wholesale Pricing Calculator

On the LDB Vendor Website Pricing Information page, scroll down until you see the Wholesale Pricing Calculator files.











Right click your mouse on the Beer Calculator and save this Excel file to your own computer. The calculators must be run from your own computer. It is also a good idea to save the User Guide that corresponds to the calculator. The User Guide will help you navigate your way around the calculator.


### Wholesale Pricing Calculator (PC or Mac)

Effective January 31, 2016

Please note: These calculators now include minimum pricing rules.

 <a href="#">Spirits Calculator</a>	 <a href="#">User Guide</a>
 <a href="#">Wine Calculator</a>	 <a href="#">User Guide</a>
 <a href="#">Beer Calculator</a>	 <a href="#">User Guide</a>
 <a href="#">Refreshment Beverages Calculator</a>	 <a href="#">User Guide</a>

**If you require assistance with the Wholesale Pricing Calculator, please contact Wholesale Pricing at 604.252.8701 or [wholesalepricing@bcldb.com](mailto:wholesalepricing@bcldb.com).**



# WHOLESALE PRICING CALCULATOR

## CATEGORY WINE

Effective Jan 31, 2016

Version 1.7

**Enter Product Details:**

SUB-CATEGORY:

BASE MATERIAL:

COUNTRY OF ORIGIN:

CERTIFICATE OF ORIGIN:  Yes  No

# SELLING UNITS PER CASE:

BOTTLES PER SELLING UNIT:

BOTTLE SIZE PER LITRE:

% ALCOHOL VOLUME:

CONTAINER TYPE:

**Enter Calculation Estimator Details:**

Select Estimator Method:  Wholesale Price  In Bond Cost

PRIME COST PER CASE	\$ 225.7
DOMESTIC CHARGES PER CASE +	\$ 13.50
IN BOND COST PER CASE =	239.20
WHOLESALE PRICE PER SELLING UNIT	31.49

**CALCULATION RESULTS**

**IN BOND COST PER CASE: 239.20**

**FEDERAL CUSTOMS PER CASE:**

DUTY +	0.17
EXCISE +	5.58
<b>DUTY PAID COST PER CASE =</b>	<b>244.95</b>

**BREAKDOWN PER SELLING UNIT**

DUTY PAID COST	20.41
89.000% MARKUP +	7.84
27.000%	3.13
CONTAINER RECYCLING FEE:	0.11
<b>WHOLESALE PRICE =</b>	<b>31.49</b>

Refer to Calculation Definitions & instructions for Help

This information is based on current processes and decisions. In the event of any changes, this information will be subject to amendment

1

2

3

1 Select and input product attributes in this area.

2 Enter supplier cost here.

- Enter prime cost and domestic charges (if applicable) to calculate the wholesale price
- OR
- Enter wholesale price to calculate the prime cost

3 You will provide the breakdown of the in bond cost per case (the sum of the prime cost and domestic charges) when registering your product or submitting price changes.

## Appendix 2 – Domestic Out of Province Suppliers

	BC Supplier	Out of Province Domestic Supplier – All products except beer	Out of Province Domestic Supplier – Privately Distributed Beer	Out of Province Domestic Supplier – LDB Distributed Beer
<b>Must appoint licensed BC agent</b>	No	Yes	Yes	Yes
<b>Signed Supplier Authorization Domestic Agent (LOA) required</b>	No	Yes	Yes	Yes
<b>Information to be entered in the Supplier Information section of the registration</b>	Supplier	Supplier	Supplier	Supplier
<b>Information to be entered in the Agent Information section of the registration</b>	Supplier	Supplier	BC Agent	Supplier
<b>LDB pays domestic supplier (payment is never made to the BC agent)</b>	Yes	Yes	Yes	Yes
<b>Purchase Orders are sent directly to the supplier</b>	Yes	Yes	No	Yes
<b>GST # Required</b>	Yes	Yes	Yes	Yes

The following products must be stored in one of 3 approved RAC<sup>i</sup> warehouses (Container World, BDL, and Okanagan Spring)

- All import & out of province kegged beer & cider that is privately distributed (provided the supplier does not have a manufacturing facility in BC).
- All packaged, Domestic Out-of-Province & Import beer that is privately distributed (provided supplier does not have a manufacturing facility in BC).

<sup>i</sup> RAC stands for “Retail Accounting Center”. The RAC is a virtual location and set of accounting procedures that are used to enable Domestic Out-of-Province & Import Beer suppliers/ agents to have their products privately delivered.