Product Registration Process

BC Beer Manufacturers

Wholesale Operations, Vendor Relations Department

June 2017
Version 2.0

BC Liquor Distribution Branch | Wholesale Operations

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Introduction

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

Below is an outline of the process from applying for a Manufacturer 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.

Licence Application

Apply for and receive a Manufacturer Licence with Liquor Control and Licensing (LCLB)

Sales Agreement

Obtain Sales Agreement with LDB

A supplier number will be assigned to you via a letter from LDB Finance - Industry Programs Coordinator (sample letter can be found in Appendix)

Within a week, you will receive access to the Vendor Website and you will receive your user ID & password in separate emails

Product Registration

Register your products on the Vendor Website

In order to make the process as smooth as possible, please review pages 3-4 of this guide for things you can do before beginning the online product registration.

The approval process can be expedited if your registration is completed accurately and in full.

Your registration will be reviewed by LDB Vendor Relations.

Product Approval

Product Approval

You may be asked 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 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 may take up to 2 weeks after submission.

Product Activation

Product Pricing and Activation

You cannot sell your product until it has a wholesale and retail price assigned and it is activated.

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.

The pricing and activation process may take up to 2 weeks after you receive the approval letter.

Read This First

☐ SKU Registration for Growlers and Pipeline

If your growlers are filled from a keg (the keg must have a SKU), you do not need to register a separate SKU for the growler. You will report the sale of the keg at the time that it is moved from the brewery to your onsite store.

If your growlers are filled from a tank, you will need to register a separate SKU for each growler variety that you carry. You will report the sale of each individual SKU.

If you are a brewpub, you will need to register a separate SKU for each pipeline variety you are selling. You will report the sale of each individual SKU.

☐ 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.

If your product will be exclusively direct delivered, UPC and SCC codes are not required.

Seasonal products must have unique codes (e.g., your winter ale and summer ale must each have their own unique UPC/SCC and SKU)

Product Type	UPC	SCC
Packaged beer	Required[1]	Required[2]
Kegs, growlers, and pipeline beer	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. The current price as of this date's publication is 15 sets for $50.

☐ Federal Label Standards

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.

☐ 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.

[1] Required only if your product will be distributed by the LDB or sold to BC Liquor Stores
[2] Required only if your product will be distributed by the LDB or sold to BC Liquor Stores

☐ 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 page 20. 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 20 for details.

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 at david.mcphie@bcldb.com.

☐ Wholesale Pricing Calculator

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

☐ Eligible product

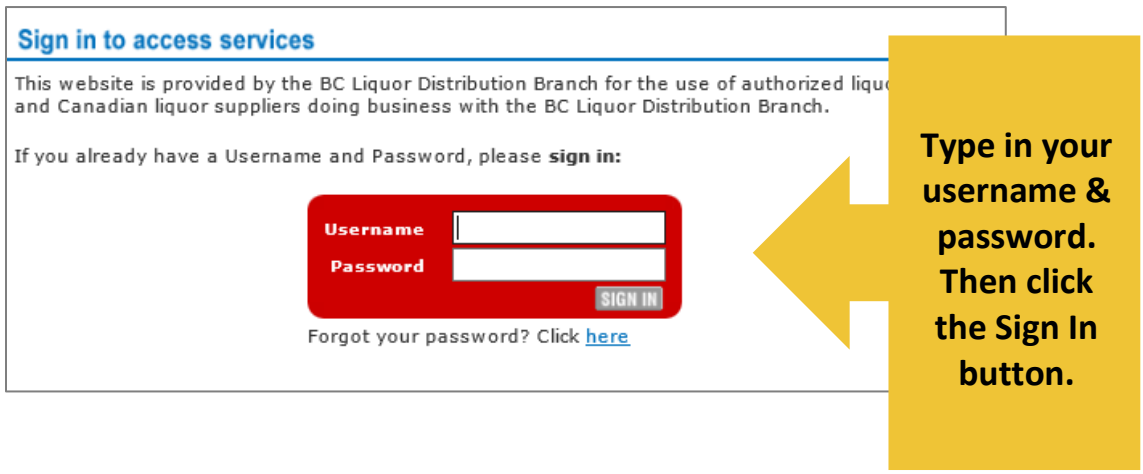
It is your responsibility to ensure that the products you produce meet the criteria in your sales agreement with the LDB. Producing product that is not permitted will result in non-compliance. If you are unsure whether your product is eligible, please contact a Vendor Relations Analyst.

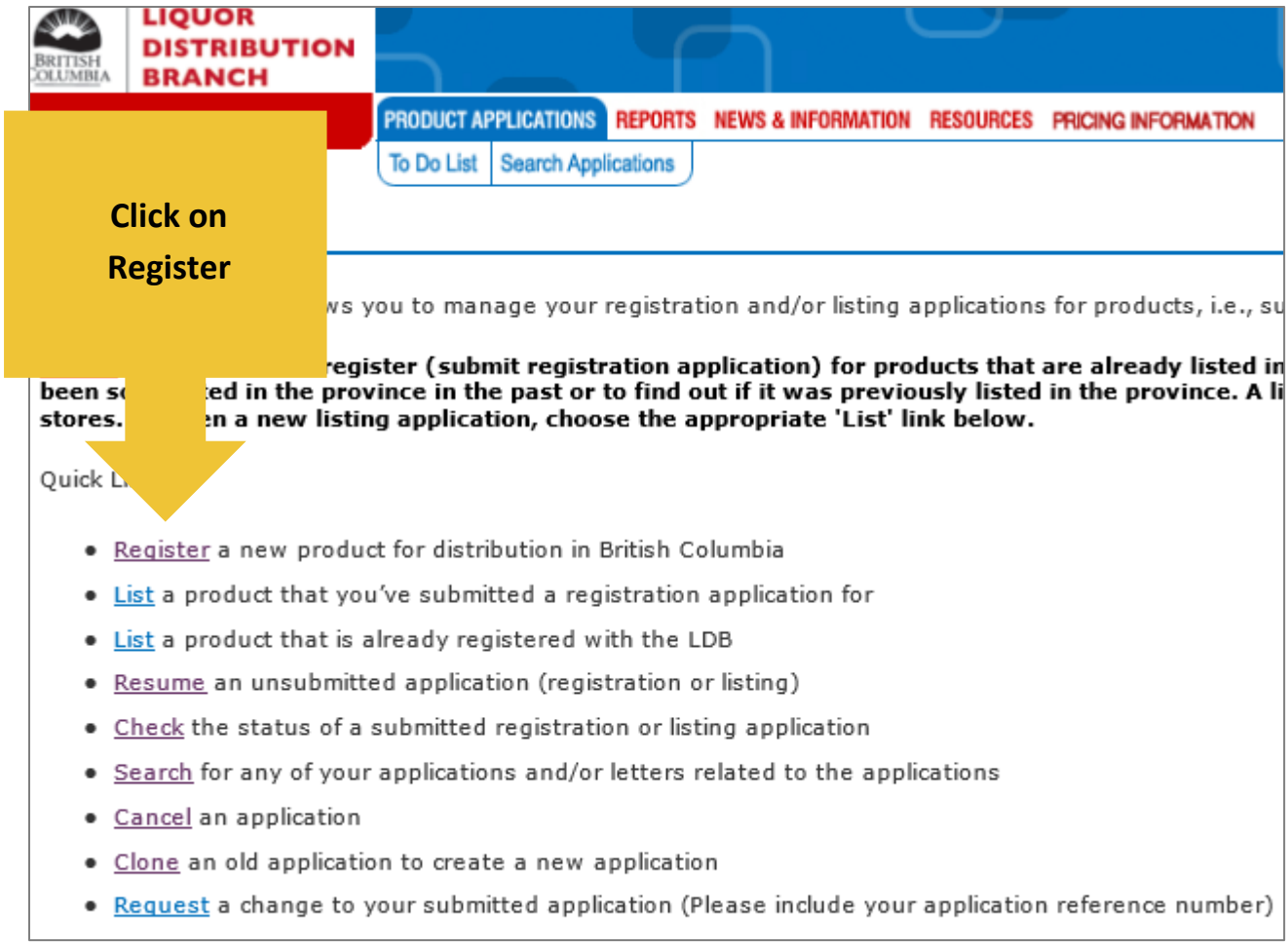
☐ Product Classification

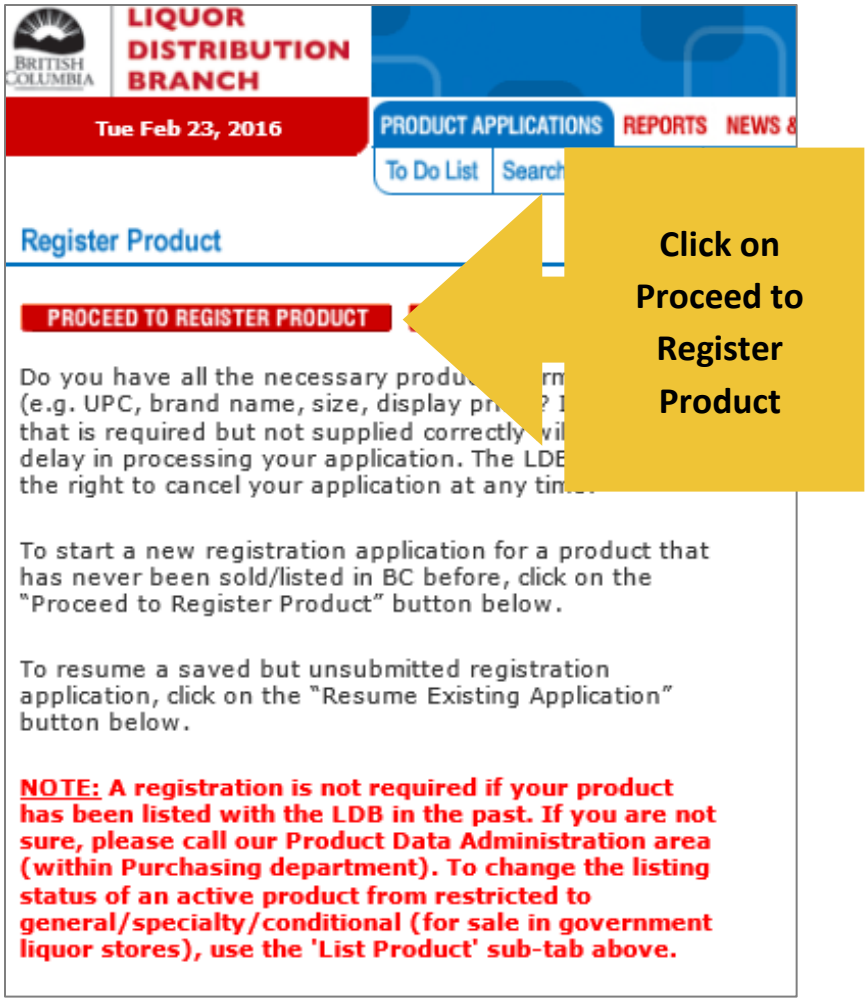
Beer-based products may fall under the beer or refreshment beverage classification category. Please be aware that refreshment beverages have different markup rates and distribution rules than beer. The LDB reserves the right to make the final determination of a product's classification. You can find the Updated Criteria for the Classification of Malt-Based Liquor Products on the LDB Vendor Website.

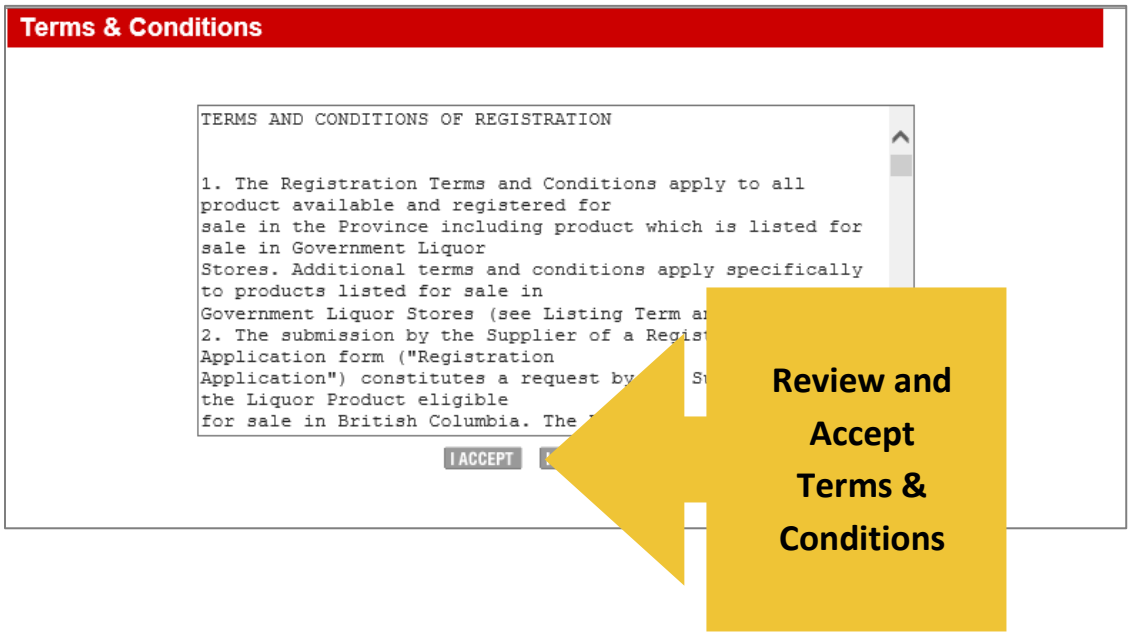
Getting Started

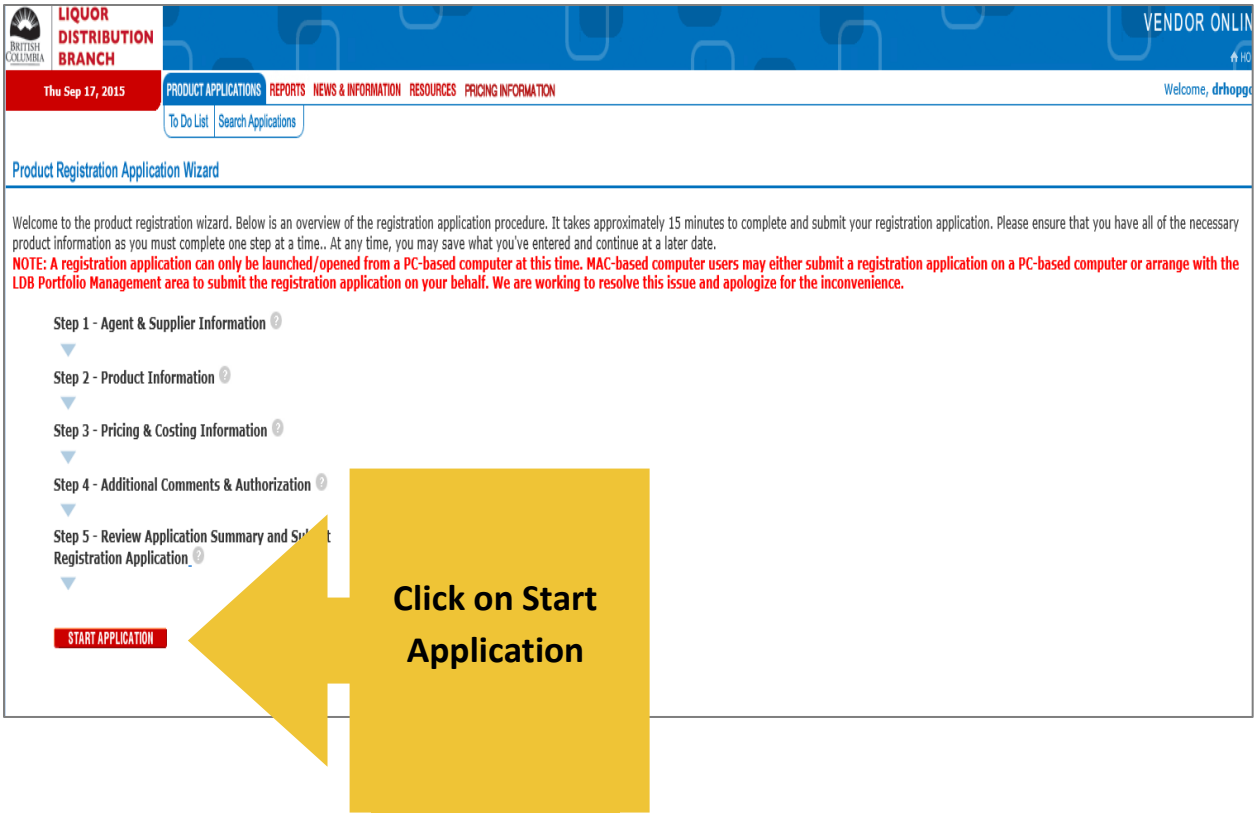
When you are ready to register a new product, go to the Vendor Website: https://vendor.bcldb.com/vendorsite/index.jsp




LIQUOR DISTRIBUTION BRANCH
PRODUCT APPLICATIONS
REPORTS
NEWS & INFORMATION
RESOURCES
PRICING INFORMATION
To Do List
Search Applications
Click on Register
ws 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 s ted in the province in the past or to find out if it was previously listed in the province. A li
stores. en a new listing application, choose the appropriate 'List' link below.
Quick L
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 produ rm
(e.g. UPC, brand name, size, display pr ? I
that is required but not supplied correctly wil
delay in processing your application. The LDB
the right to cancel your application at any tim
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

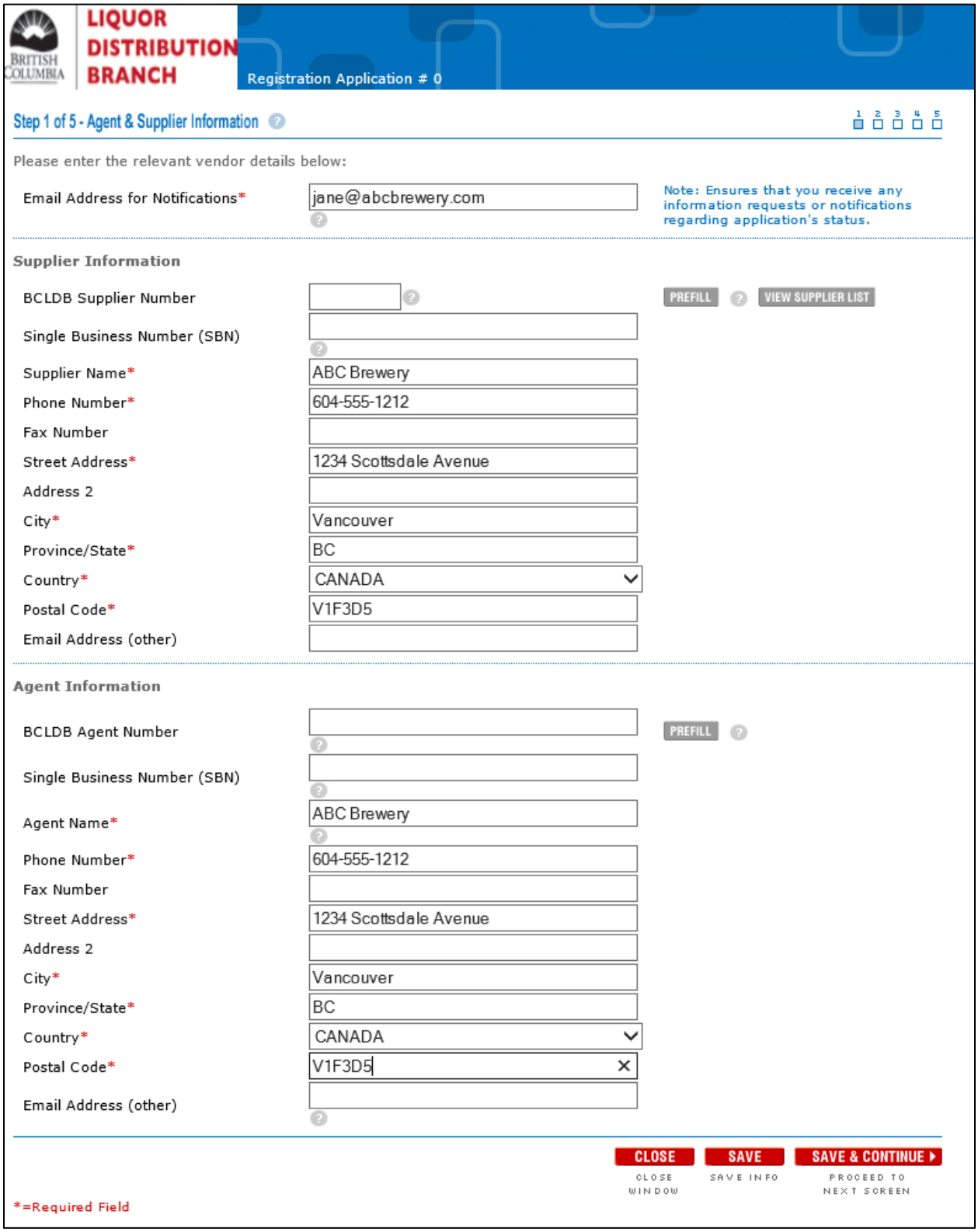

Terms & Conditions
TERMS AND CONDITIONS OF REGISTRATION
1. The Registration Terms and Conditions apply to all product available and registered for sale in the Province including product which is listed for sale in Government Liquor Stores. Additional terms and conditions apply specifically to products listed for sale in Government Liquor Stores (see Listing Term a
2. The submission by the Supplier of a Regis Application form ("Registration Application") constitutes a request by S the Liquor Product eligible for sale in British Columbia. The
I ACCEPT
Review and Accept Terms & Conditions



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

Explanations of each numbered section can be found on pages 15 onwards.

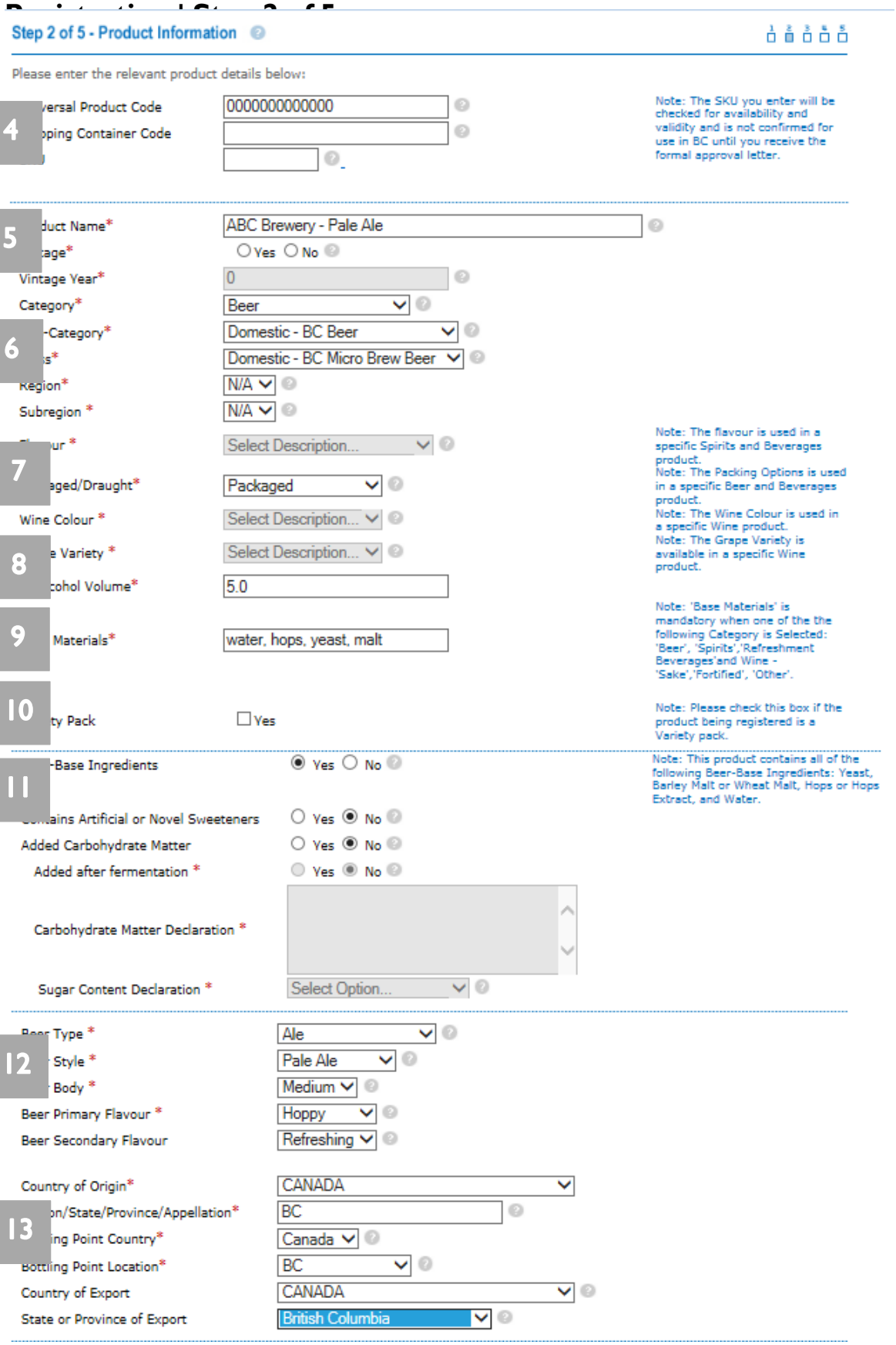
Registration | Step 1 of 5



1

2

3

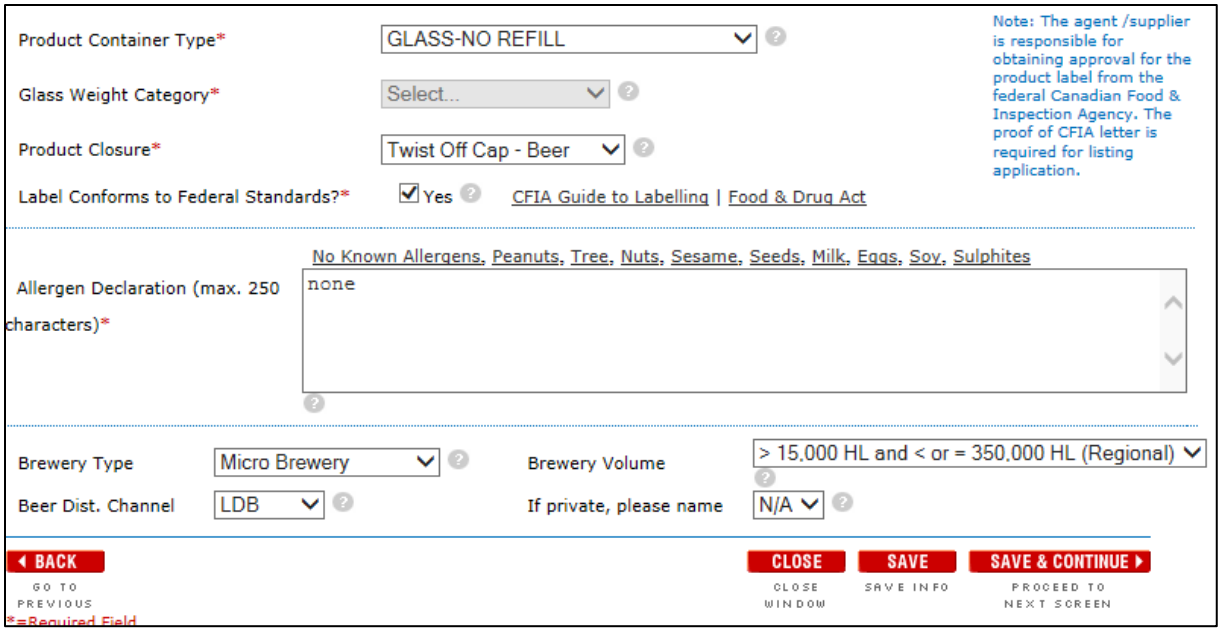


Registration | Step 2 of 5 (continued)

14

15

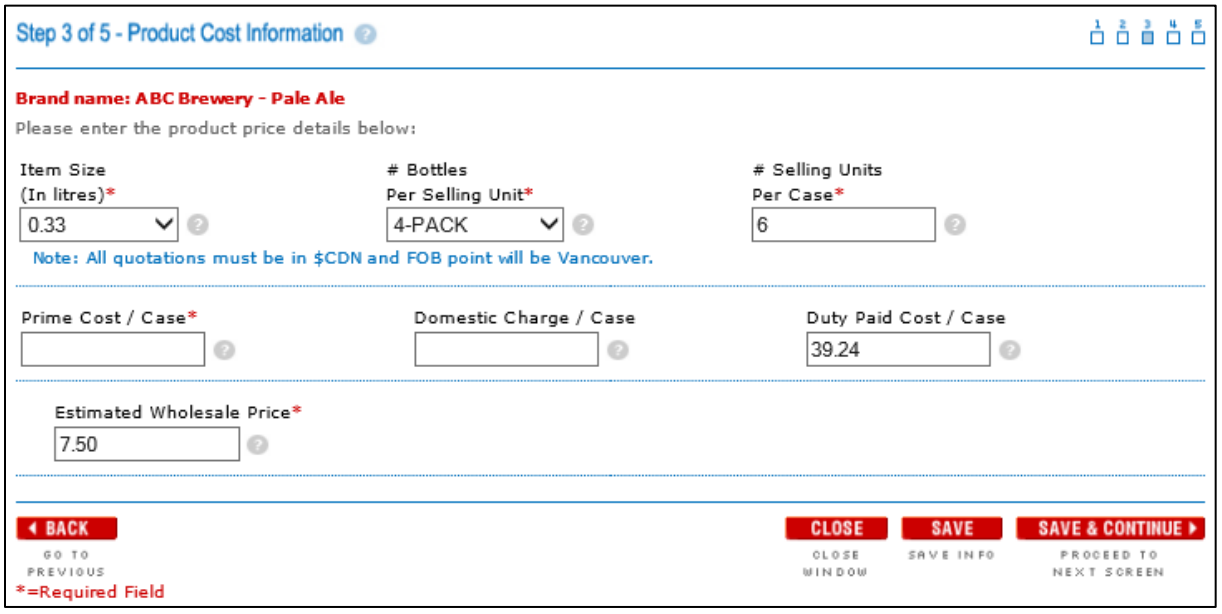
16



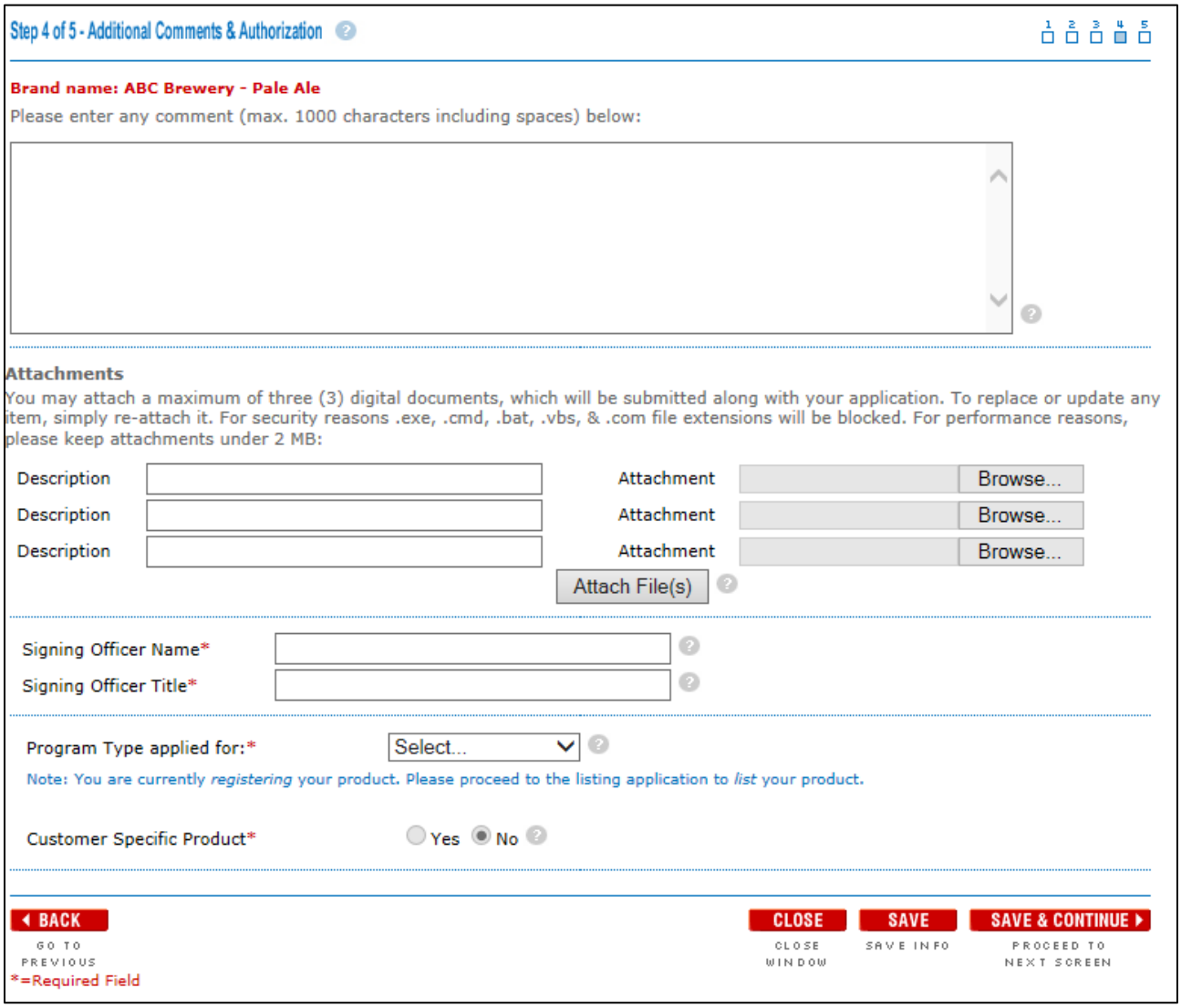
Registration | Step 3 of 5

17

18



Registration | Step 4 of 5



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 [edit section]

Email Address for Notifications*	jane@abcbrewery.com

BCLDB Supplier No.		**BCLDB Agent No.**	
Single Business No. (SBN)		**Single Business No. (SBN)**	
Supplier Name*	ABC Brewery	**Agent Name***	
Phone Number*	604-555-1212	**Phone Number***	
Fax Number		**Fax Number**	
Street Address*	1234 Scottsdale Ave	**Street Address***	
Address 2		**Address 2**	
City*	Vancouver	**City***	
Province/State*	BC	**Province/State***	
Country	CANADA	**Country**	
Postal Code	V1F3D5	**Postal Code**	
Email Address (other)		**Email Address (other)**	

Product Information [edit section]

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*	ABC Brewery - Pale Ale

Vintage*	no	**Vintage Year**	0
Category*	Beer	**Sub-Category***	Domestic - BC Beer
Class*	Domestic - BC Micro Brew Beer	**Flavour**	N/A
Region	N/A	**Subregion**	N/A
Wine Colour	N/A	**Grape Types***	N/A
Packaged/Draught	Packaged	**Base Material***	water, hops, yeast, malt

Variety Pack	no	**Made In B.C.**	N/A

Beer-Base Ingredients	yes		
Artificial or Novel Sweeteners	no		
Added Carbohydrate Matter?	no	**Added Carbohydrate Matter after fermentation?**	no
Added Carbohydrate Declaration		**Sugar Content Declaration**	

% Alcohol Volume*	5.0	**Beer Type**	Ale
Beer Style	Pale Ale	**Beer Body**	Medium
Beer Primary Flavour	Hoppy	**Beer Secondary Flavour**	Refreshing

Country of Origin*	CANADA	**Region / State / Province***	BC
Bottling Point Country*	Canada	**Bottling Point Location***	BC
Country of Export	CANADA	**State / Province of Export**	British Columbia

Product Container Type*	GLASS-NO REFILL	Product Closure	Twist Off Cap - Beer	Label Conforms to Standards?*	yes

Glass Weight Category	N/A

Allergen Declaration*	none

Brewery Type	Micro Brewery	If Brew Pub	< or = 15,000 HL (Micro)
Beer Distribution Channel	LDB	If private, please name	N/A

Product Cost Information [edit section]

Bottle Size (In litres)*	0.33	# Bottles Per Selling Unit*	4-PACK
# Selling Units Per Case*	6	Prime Cost/Case*	

Domestic Charge/Case		Duty Paid Cost / Case	39.24

Estimated Wholesale Price*	7.50

Additional Comments & Authorization [edit section]

Comments	

Attachment 1	BCLDB_CSP_Agent_Authorization_Form.doc	Product Label
Attachment 2		
Attachment 3		

Signing Officer Name*	Jane	Signing Officer Title*	President

Program Type applied for*	Producer Draft	Customer Specific Product*	no

PRINT (PRINT SCREEN) DELETE (DELETE APPLICATION) CLOSE (CLOSE WINDOW) SUBMIT (SUBMIT APPLICATION)

*=Required Field

Click SUBMIT to complete.

Registration Fields Explained

1

EMAIL ADDRESS

All email communication regarding the registration will be sent to the address provided here

2

SUPPLIER INFORMATION

The BCLDB supplier number is the four- or five-digit supplier number assigned to you in the Letter from LDB Regulatory.

Leave the Single Business Number (SBN) field blank.

Enter your 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 your supplier number.

3

AGENT INFORMATION

For BC breweries, this information is the same as Supplier Information above. This area may be left blank.

4

UPC/SCC AND SKU CODES

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.

If your product will be exclusively direct-delivered, UPC and SCC codes are not required.

Seasonal products must have unique codes (eg. your winter ale and summer ale must have its own unique UPC/SCC and SKU)

Product Type	UPC	SCC
Packaged beer	Required[3]	Required[4]
Kegs, growlers, and pipeline beer	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. The current price as of this date's publication is 15 sets for $50.

[3] Required only if your product will be distributed by the LDB or sold to BC Liquor Stores
[4] Required only if your product will be distributed by the LDB or sold to BC Liquor Stores

5

PRODUCT NAME

Naming convention

Generally, the basic naming convention for beer products is:

BREWERY NAME – BEER STYLE and/or BRAND NAME

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

If your product is in the table below, you must include the container type and/or size in the product name.

Container Type/Size	Add to Product Name	Example
1 L growler	L GROWLER	ABC BREWERY – PALE ALE L GROWLER
1.89 L growler	GROWLER	ABC BREWERY – PALE ALE GROWLER
Can > 400 ml	TALL CAN	ABC BREWERY – PALE ALE TALL CAN
Can <= 400 ml	CAN	ABC BREWERY – PALE ALE CAN
Variety pack in cans	VARIETY PACK CAN	ABC BREWERY – SUMMER VARIETY PACK CAN
Variety pack in bottles	VARIETY PACK	ABC BREWERY – SUMMER VARIETY PACK
Keg	*<size in litres>* KEG	ABC BREWERY – PALE ALE 20L KEG

6

CATEGORY

- ☐ Beer

SUB CATEGORY

- ☐ Domestic BC Beer
- ☐ Domestic Other Province Beer
- ☐ Import Beer

CLASS

- ☐ 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

REGION/SUB-REGION – not applicable for beer

7

PACKAGED/DRAUGHT

Select "Draught" if your product is ≥18 litres or if it is pipeline (BULK BREWPUB).

All other products are packaged.

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. All beer must contain water, malt or grains, hops, or yeast[5]. It is important to indicate if your beer contains any added carbohydrate matter or artificial or novel sweeteners.

10

VARIETY PACK

Check this box if your product is a variety pack, mixed pack, or sampler pack of beer products.

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

You will not be required to fill out the following section (11) if your product is a variety pack.

11

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.

[5] Gluten-Free Beer Exception: gluten-free beer must contain hops, yeast, and water and have a sugar content equal to or below 4.0% (all other policy rules apply).

12

BEER TYPE

☐ This will trigger the appropriate beer style once it has been selected. Ensure the beer type corresponds to the product name.

BEER STYLE

☐ The drop-down list will be triggered by the beer type selected in the previous field. Only the beer styles that correspond with the beer type will appear in the drop down list.

BEER BODY

☐ All beer body types will be in this drop-down menu.

PRIMARY FLAVOURS

☐ All primary flavours will be in this drop-down menu.

SECONDARY FLAVOURS

☐ This is an optional attribute.

Please refer to Beer Attribute Tables in Appendix 5 for more information about beer type, style, body, and flavours.

13

PRODUCT ORIGIN

Select the product origin from the drop-down lists.

14

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
GLASS – NO REFILL	Non BDL glass containers (recyclable)
BAG IN BOX	Not applicable

OTHER (CERAMIC, CRYSTAL, ETC)	Non-standard containers. LDB Wholesale may request additional information about the container.
GLASS-STAND BTL-REFILL[6]	BDL industry standard brown beer bottles only. Standard size is 341 ml.
GLASS-NON STAND BTL-REFILL[1]	BDL non-standard bottles. Proprietary, clear or green, cider/cooler bottles. Standard sizes are 341 ml and 330 ml.
PLASTIC PET, TETRA PAK, POUCH	Plastic or tetra pack container.
ALUMINUM	Cans, tall cans, and 5 L mini kegs
KEGS – BEER, CIDER, WINE	Traditional steel/metal kegs or wooden casks. $30 deposit is applied for this container type.
KEGS- $5 DEPOSIT	8.5 L Party Pigs $5 deposit is applied for this container type.
BULK (BREWPUB)	Pipeline (for brew pub licenses only)

Container Type	Description
BULK (OTHER)	≥18 L refillable keg No deposit applied
NON LIQUOR	Not applicable
DEALC – GLASS – NO REFILL	Applicable to de-alcoholized beer. $0.05 deposit attached to this container type
KEGS – NO REFILL	Key kegs, key casks, petainers, pub kegs
GROWLER	1 L and 1.89 L growler containers
CULINARY	Not applicable

PRODUCT CLOSURE

Select the product closure from the drop down list.

[6] 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 at david.mcphie@bcldb.com.

FEDERAL LABEL STANDARDS

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 –Guidelines.

15

ALLERGEN DECLARATION

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

16

BREWERY TYPE & VOLUME

- ☐ 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

There are two distribution channels for beer:

- ☐ 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
  - You distribute all of your products
  - A private distribution channel should already be set up for you in our system. If not, please contact a Vendor Relations Analyst before you register your product.

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

	Packaged Product	Draught Product (includes kegs, growlers, pipeline)
LDB distributes some or	Choose LDB distribution	Choose PRIVATE distribution

all of your packaged product		
You distribute all of your products	Choose PRIVATE distribution	Choose PRIVATE distribution

17

CASE CONFIGURATION

- ☐ Item Size
  - The size in litres of a single bottle or container. For example, if the product is sold in six-packs of 355 ml cans, you would select "0.355" 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 a six-pack, you would enter the number "6" in this field. If the product is sold in single bottles, you would enter "Single Bottle".
- ☐ # 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.

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PRODUCT COST

- ☐ Prime Cost/Case (Import Beer)
  - This is a required field. Please enter the supplier price here. The supplier price typically includes product cost, warehousing, freight, advertising and supplier profit.
- ☐ Domestic Charge/Case (Domestic Beer)
  - This charge applies only to imported products. Leave this field blank
- ☐ Duty Paid Cost/Case
  - Enter the supplier price in this field. The value in this field should be the same as the value in the Prime Cost/Case field
- ☐ 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 or duty paid cost entered.

Sample Calculation, Beer Markup Rates, Wholesale Pricing Calculator

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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., gift pack or Christmas)
  - Production process or ingredient information

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ATTACHMENTS

- ☐ This section is intended for attaching packaged product labels. 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@bcliquorstores.com.

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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

BC Breweries should select "Producer Draft" for all registrations.

CUSTOMER SPECIFIC PRODUCT

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

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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, you can sell your product.

Contacts		
Vendor Relations	604-252-8700	ldbagentinfo@bcldb.com
Wholesale Pricing	604-252-8701	wholesalepricing@bcldb.com
CFIA	1-800-442-2342	
BDL	905-212-2811	Jennifer.Barbazza@thebeerstore.ca
LDB Merchandising	604-252-2753	
Encorp	604-473-2434 or 1-855-350-2345	BrandRegistry@returnit.ca

Appendices

Appendix 1 – Sample Letter from LDB Regulatory

BRITISH COLUMBIA

LIQUOR DISTRIBUTION BRANCH

Via Email to jane@abcbrewerycom

February 26, 2016

Ms. Jane Werther
1234 Scottsdale Avenue
Vancouver BC V1F3D5

Dear Ms. Werther:

Re: Product Registration Information - Supplier #10000

Congratulations, ABC Brewery has been registered within the BCLDB system and has been assigned supplier number **#10000**. Your supplier number will be required to identify your business when submitting documents and placing calls to the BC Liquor Distribution Branch.

Over the next few days, you will receive a user name and password for our Vendor Facing Website - https://www.vendor.bcliquorstores.com/vendorsite/index.jsp . Please familiarize yourself with the resources available, as this site has been designed to provide you with all the applications, forms and updates required to effectively conduct business with the BCLDB.

Please note, that your product cannot be sold in the Province of BC until it has been registered and approved by the appropriate Category Manager as well as costed and activated within our Corporate Product Database. Samples may be required for new product registrations and must be submitted with product listing applications. Please contact the appropriate Category Manager for details.

Your responsibilities as a supplier include inventory management, product marketing, quality control, labelling requirements and UPC/SCC Codes. Some useful contacts and suggested resources include:

BC Liquor Distribution Branch:

- **Wholesale Supply Chain: 604-252-3216**
- **Wholesale Pricing: 604-252-3340**
- **Data Management: 604-252-3170**

Canadian Food Inspection Agency (CFIA):
- http://www.inspection.gc.ca/english/fssa/labeti/guide/ch10e.shtml

Canadian Association of Liquor Jurisdictions (CALJ):
- http://www.calj.org/

International Vintners and Spirits Association (IVSA):
- http://ivsa.ca/about/about.php

Best wishes in your new business venture and if you have any further questions, please contact us at ldbagentinfo@bcldb.com.

Regards,

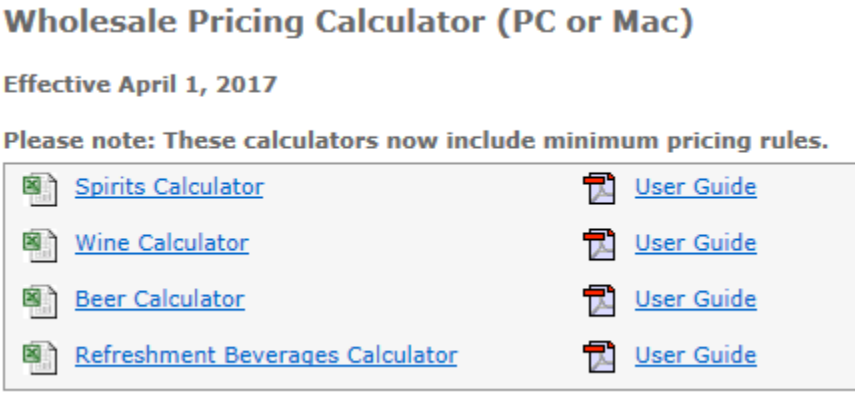
Samantha Kriss
LDB Industry Programs Coordinator

2625 Rupert Street, Vancouver, British Columbia, V5M 3T5 **t** 604.252.3000 **f** 604.252.3464 **w** www.bcldb.com

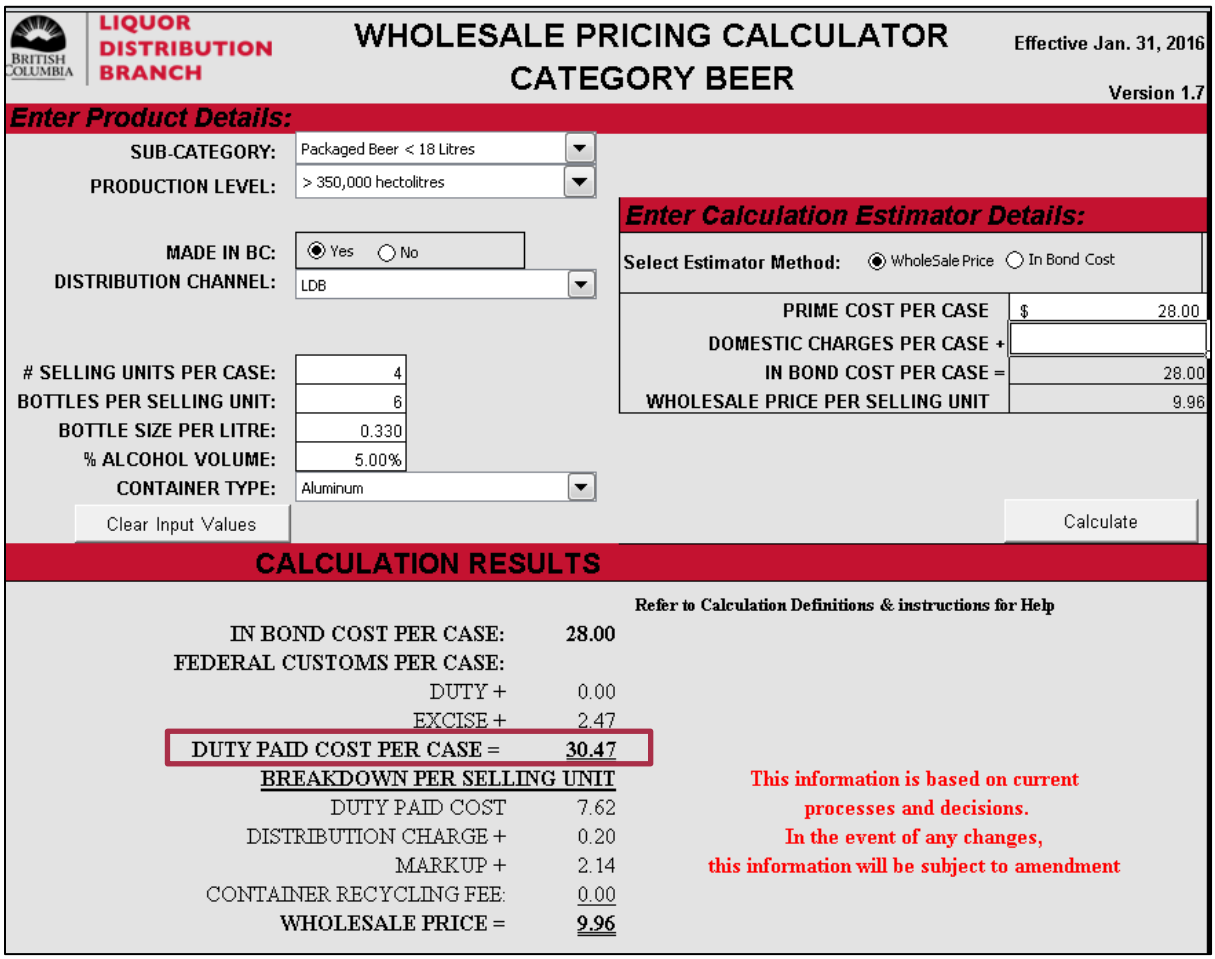
Appendix 2 – Wholesale Pricing Calculator

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.



If you require assistance with the Wholesale Pricing Calculator, please contact Wholesale Pricing at 604.252.8701 or wholesalepricing@bcldb.com.



1 Select and input product attributes in this area.

2 Enter supplier cost here.

- ☐ Enter prime cost to calculate the wholesale price[7] (for import beer) and applicable domestic charge per case. Enter duty paid cost per case for domestic beer. The value in this field should be the same as the value in the prime cost per case field.
  OR
- ☐ Enter wholesale price to calculate the prime cost[8]

3 You will provide the Duty Paid Cost per Case when registering your product or submitting price changes.

[7] Remember to subtract the excise duty from the duty paid cost. This will give you the prime cost
[8] When entering product cost in the registration form, use the duty paid cost per case that is calculated in the lower portion of the page. Do not enter the prime cost.

Appendix 3 – Sample Calculation

Beer Wholesale Calculation – 6 Pack Can

Case size [4 x (6 x 330 ml)] cans – Brewery Production > 350,000 HL / LDB Distributed

Prime Cost per case (Cost per case including freight into BC)	$25.00
Domestic Charges (i.e.: warehouse costs, marketing, agent profit)	3.00
In Bond	$28.00
Federal Duty	
Customs: Free	0.00
Excise: 0.3122/L [(24 x .330) x 0.3122]	2.47
Duty Paid Cost per case	**$30.47**
Duty Paid Cost per selling unit (4 selling units/case)	$7.62
Percentage Markup @ $1.08/L [(6 x .330) x $1.08]	2.14
Distribution Charge @ $0.10/L [(6 x .330) x $0.10]	0.20
Container Recycling Fee @ $0.00/can	0.00
Wholesale Price before tax	$9.96
Goods and Services Tax (GST) @ 5%	0.50
Wholesale Price before container deposit per 6 pack case	$10.46

Domestic Breweries (BC & Other Canadian) will provide the duty paid cost per case when registering products and when submitting wholesale price changes

Appendix 4 – Beer Markup Rates

Effective July 3, 2016: Beer Markup Rates by Production Levels

Production level in HL		Rate / litre	Production level in HL		Rate / litre
1	15000	0.40	236001	239000	0.68
15001	16000	0.41	239001	243000	0.70
16001	18000	0.42	243001	247000	0.72
18001	20000	0.43	247001	251000	0.74
20001	22000	0.44	251001	255000	0.75
22001	25000	0.44	255001	259000	0.76
25001	29000	0.45	259001	263000	0.78
29001	35000	0.46	263001	267000	0.79
35001	43000	0.47	267001	272000	0.81
43001	55000	0.48	272001	276000	0.82
55001	77000	0.49	276001	281000	0.83
77001	129000	0.50	281001	286000	0.85
129001	201000	0.51	286001	291000	0.86
201001	203000	0.52	291001	297000	0.88
203001	206000	0.54	297001	302000	0.89
206001	208000	0.55	302001	308000	0.90
208001	211000	0.56	308001	314000	0.92
211001	214000	0.58	314001	320000	0.93
214001	217000	0.59	320001	327000	0.93
217001	220000	0.61	327001	333000	0.95
220001	223000	0.62	333001	340000	0.97
223001	226000	0.63	340001	348000	0.97
226001	229000	0.65	348001	350000	0.99
229001	233000	0.66	350001 and over		1.08
233001	236000	0.68			

Please note: these are the current rates at time of publishing. Contact Wholesale Pricing at wholesalepricing@bcldb.com to ensure you have the current rates.

The markup rate for beer is determined by the annual worldwide production of your brewery and affiliated breweries. If your production was less than 350,000 hl last year, you must provide LDB Wholesale Pricing with your production information to receive the corresponding rate.

For more information please refer to the Vendor Website or you may contact Wholesale Pricing at wholesalepricing@bcldb.com.

Appendix 5 – Beer Attribute Tables

If the type of beer you are registering does not appear in the drop-down lists, please select Specialty/Other

List of Beer Style Attributes

Beer Type (Mandatory)

Beer Type
Ale
Hybrid
Lager
Specialty / Other

Beer Styles (Mandatory)

The drop-down list is triggered by the Beer Type Selected in the previous field. Only the Beer Styles that correspond with the Beer Type will appear in the drop down list in this field.

Beer Styles	
Other	Dark Lager
Fruit, Herb, Veg	India Pale Ale
Gluten Free	Pale Ale
Organic	Blonde Ale
Porter	Kolsch
Belgian Ale	Altbier
Cream Ale	California Common or Steam
Brown Ale	Stout
Bitter	Barley Wine
Bock	Strong Ale
Light Lager	Wheat
Pilsner	Sour

Beer Body Type (Mandatory)

All Beer body Types will be in this drop down menu.

Beer Body Type
Light
Medium
Full

Primary Flavours (Mandatory)

All Primary Flavours will be in this drop-down list. The descriptions will appear in a pop-up if you click on the Information Symbol.

Primary Flavour	Description
Refreshing	Clean and refreshing. Neutral and not overtly malty or hoppy. Exhibiting subtle light bready or biscuit notes. Dry and snappy.
Hoppy	Pronounced hop flavours. Aromatic, brimming with notes of citrus, grass, pine. Grapefruit and tropical fruitominate.
Fruity	Tasting and flavour notes will include apple, pear, banana, citrus, and red fruit notes.
Malty	Rich malt character. Tastes like caramel, toast, molasses, chocolate, brown sugar. Fig & Raisin undertones.
Roasted	Rife with flavours of coffee, coco, chocolate, toasted nuts, dark fruit, and dark toast.
Smokey	Smoked malts overlay notes of wood fires, spicy, smoked meat.
Tangy	Characterized by tart acidity. Rustic, with barnyard or earthy notes.

Secondary Flavours (not mandatory, but optional)

All -Secondary Flavours will be in this drop-down list. The descriptions will appear in a pop-up if you click on the Information Symbol.

Primary Flavour	Description
Refreshing	Clean and refreshing. Neutral and not overtly malty or hoppy. Exhibiting subtle light bready or biscuit notes. Dry and snappy.
Hoppy	Pronounced hop flavours. Aromatic, brimming with notes of citrus, grass, pine. Grapefruit and tropical fruit dominate.
Fruity	Tasting and flavour notes will include apple, pear, banana, citrus, and red fruit notes.
Malty	Rich malt character. Tastes like caramel, toast, molasses, chocolate, brown sugar. Fig & Raisin undertones.
Roasted	Rife with flavours of coffee, coco, chocolate, toasted nuts, dark fruit, and dark toast.
Smokey	Smoked malts overlay notes of wood fires, spicy, smoked meat.
Tangy	Characterized by tart acidity. Rustic, with barnyard or earthy notes.