



TRANSITION INSTRUCTIONS: CRAFT BREWERS – NEW REMITTANCE MODEL

Current Model – Reporting and Remittance Instructions

Please complete the following steps in order to report your final direct sales batch(es) under the current model, in readiness for your transition to the new remittance model.

1. **October 1** – this is the last **batch date** for transactions under the current model. The October 1 dated batch should include transactions prior to, and including, October 1.
2. **October 3** – this is the last **submission date** for batches under the current model.
3. **October 4** – this is the last **date to deposit** sales proceeds from the current model into your LDB Bank Account. Please ensure that all outstanding balances are brought up-to-date.

Note: For breweries with wholesale/hospitality customers on a pre-authorized payment (PAP) agreement with the LDB for their sales, the modified timelines are:

1. **From now until October 1** – if you have wholesale/hospitality customers on a pre-authorized payment (PAP) agreement with the LDB, you must inform your affected customers that this method of payment will not be accepted from October 2 onwards. Please make your own payment arrangements with these customers directly.
2. **October 1** – this is the last **batch date** for transactions under the current model. The October 1 dated batch should include transactions prior to, and including, October 1.
3. **October 3** – this is the last **submission date** for batches under the current model. This is also the last day for you to submit any outstanding keg credits requests. After this day, you will manage the keg deposit and credit process yourself. The LDB will no longer administer this process.
4. **October 4** – this is the **last date to deposit** sales proceeds from the current model into your LDB Bank Account. Please ensure that all balances outstanding are brought up-to-date.
5. **Returns after October 1** – LDB will no longer be refunding wholesale/hospitality customers on return of products sold via PAP transactions. Breweries will be required to provide the customer a cash refund, and report this in DSWR as a cash return. Amounts owing to breweries as a result of these cash refunds will be applied as a credit memo against the sales in that batch.

Future Model – Reporting and Remittance Instructions

Please complete the following steps in order to commence reporting direct sales and remitting under the new remittance model.

1. **September 16** – return the completed and signed PAD agreement (and supporting documentation) to LDB by this date.
2. **October 2-4** – Black-out period for batch submissions. Please do not report any batches in DSWR during these days. You can continue creating transactions (individual orders) in DSWR during this period but **do not submit any batches dated October 2** and onwards during this period. Batches submitted over these days will be rejected. The LDB needs this time to change its systems to transition to the new remittance model.
3. **October 5** – You can submit batches in DSWR from this day onward. This is the earliest batch date (and submission date) for batches to be reported under the new model. Please note: transactions from October 2 onward will be reported in this first batch under the new model.

Please contact regemail@bcldb.com if you have questions.

Current model

		PERIOD 6						
		SUN	MON	TUE	WED	THU	FRI	SAT
SEPTEMBER		11	12	13	14	15	16	17
		18	19	20	21	22	23	24
		25	26	27	28	29	30	
								1
		PERIOD 7						
		SUN	MON	TUE	WED	THU	FRI	SAT
OCTOBER		2	3	4	5	6	7	8
		9	10	11	12	13	14	15
		16	17	18	19	20	21	22
		+						

Key dates: Brewery requirement

FROM NOW Inform wholesale PAP customers that this payment method will not be accepted from October 2, 2016, and make other payment arrangements with these customers.

Oct-01 Last batch date for batches to be reported (and proceeds to be remitted) under current model. Note: batches dated after this date will not be able to include wholesale customer PAP transactions.

Oct-03 Last submission date for batches (dated October 1).

Future model

		PERIOD 6						
		SUN	MON	TUE	WED	THU	FRI	SAT
SEPTEMBER		11	12	13	14	15	16	17
		18	19	20	21	22	23	24
		25	26	27	28	29	30	
								1
		PERIOD 7						
		SUN	MON	TUE	WED	THU	FRI	SAT
OCTOBER		2	3	4	5	6	7	8
		9	10	11	12	13	14	15
		16	17	18	19	20	21	22
		+						

Key dates: Brewery requirement

Sep-16 Return signed PAD agreement to LDB by this date.

Oct 02-04 Batches cannot be dated or submitted in the new model over these days.

Oct-05 Earliest batch date, for batches to be reported (and submitted) under the new model. Note: transactions from Oct 2 onwards will be reported in this batch.